

Business Retention & Expansion Director

McKinney Chamber of Commerce Job Description

Job Post Start Date: March 6, 2009
Job Post End Date: Open until Filled

Position: Director of Business Retention and Expansion
Organization: McKinney Chamber of Commerce
City: McKinney
City Population: 119,000
County: Collin
State: Texas

Position Description: Develop and implement programs, services and resources to support the retention and expansion of existing businesses jobs and, support new business growth to promote and encourage a diverse and stable economy in McKinney.

Primary Responsibilities

- Establish and maintain close working relationships with existing industry and other local, state and federal stakeholders
- Effectively build relationships with the City of McKinney
- Facilitate problem resolution between local businesses and city government
- Maintain local industry data base
- Lobby City government for local business initiatives
- Create effective channels of communication with all levels of government

Qualifications

- Outstanding personal and large group presentation skills
- Problem solving skills
- Strong interpersonal skills
- Strong written and oral communication skills
- Effective leadership skills
- Must be self managing
- Understand the role of local economic development
- Understanding of city government and other local organizations
- Bachelor's degree in business, marketing, public relations, economic development or closely related field; and or five (5) years previous experience in economic development, public relations, or an equivalent combination of education, training, and experience. Working knowledge of Personal Computers and Microsoft Office Programs, copy machine, and other related office equipment

Salary

\$48,000 – \$55,000

Please send all resumes to the attention of Olivia Wilson, McKinney Chamber of Commerce, 1650 W. Virginia, Suite 110, McKinney, TX 75069 or owilson@mckinneytx.org