



CHAMBER OF COMMERCE &
ECONOMIC DEVELOPMENT CORPORATION

DIRECTOR OF INNOVATION AND ATTRACTION

Department: Economic Development Corporation

Location: Broken Arrow, Oklahoma

Reports to: President and CEO

Status: Exempt

Job Description

The Director of Innovation and Attraction for the Broken Arrow Economic Development Corporation (BAEDC) assists in the economic development initiatives of the Broken Arrow Economic Development Corporation to drive job creation and business investment in the region. This position will primarily focus on the development of the Innovation District and other assets to attract new business and industry in Broken Arrow. The Director will plan, organize, manage, coordinate, and implement programs and projects that support the attraction, relocation, expansion of domestic and international businesses to Broken Arrow. The Director will support the CEO in attaining all goals and objectives with specific responsibility on the Innovation District Development and Business Attraction. This person will be the point of contact for all attraction and investment related to leads and projects, from prospecting to project completion.

About the Innovation District: The 90-acre District will be a mixed-use innovation development which address employment, talent retainment and density opportunities in South Broken Arrow. The development will converge around a center of innovative learning through partnerships between education and the private sector businesses for greater industry and talent development. The district will be home to technology-based companies and startups taking advantage of the workforce pipeline the center affords. The district will house class A office and retail amenities which will provide greater work-based opportunities. Additionally, the district will provide collaborate green space and entertainment options for employers seeking a greater work/life balance for their employees.

Job Responsibilities

- Develop and direct various business attraction programs which focus the city's economic development efforts on the creation of new primary jobs and new investments in various industry clusters.
- Remain current on economic conditions, economic development programs, and other key industrial/business trends.
- Plan, coordinate and deliver assistance, information and services to leads and prospects. Information and services include but are not limited to: marketing and community information, custom proposals, sites and facilities, incentives, permitting, workforce development, briefings, site visits, property showings, networking and other assistance necessary to recruit and retain companies.

- Create and maintain reporting mechanisms for all activities related to business and investment attraction, including utilizing the CRM system.
- Work with team members to develop information and marketing materials needed by location decision makers to illustrate the advantages and opportunities in Broken Arrow
- Work with team members to develop and implement talent strategies and approaches as it relates to attraction of business and industry.
- Develop and maintain effective relationships with stakeholders.
- Works in collaboration with team to oversee site inventory, promotion of available buildings, sites, etc.
- Manage and shape agenda of assigned committee(s) and working groups.
- Represent BAEDC at special events, industry events, trade shows, business development meetings, etc.
- Represent the CEO at meetings with prospects, property owners, and others as needed.
- Project manage the development and implementation of the Innovation District in partnership with the City of Broken Arrow.
- Conduct complex industry and market research to support business development projects and industry recruitment opportunities for the Innovation District and other areas.
- Work with team to develop and maintain “best-in-class” marketing and RFP response materials.
- Manage and direct the development of leads, proposals and site visits locally and globally.
- Support the business investment and job creation goals of the Amplify BA by identifying and assisting companies expanding in and into the region
- Performs other job duties and participates in other special projects, as assigned

Skills Required

- Familiarity with one or more key areas of prospect development and management (i.e. commercial real estate, consulting, business development)
- Ability to analyze data, produce and summarize reports
- Strong organizational, written and interpersonal skills
- Preference for detail work and project management skills
- Strategic thinker with a track record of execute and implementing initiatives
- Proficient in Microsoft Windows, Word, Excel, Powerpoint, Outlook, and other software programs including a CRM
- Ability to make effective and persuasive presentations on complex topics to senior management, the Board of Directors, government officials, business executives
- Highly motivated self-starter that possesses strong organizational, analytical and time management skills to be able to handle multiple projects and priorities, anticipate the needs of prospects and exhibits good follow-through skills with minimal supervision
- Requires a high degree of flexibility, cooperative skills, communicative skills, facilitative skills, and team skills.
- Flexibility to work travel as necessary (3-8 trips per year)

Experience Level

- Three to five years of experience in economic development, real estate or prospect development.
- Knowledge of competitive business attraction and expansion practices and procedures a strong plus.

- Knowledge of business and tax incentives offered to new or expanding businesses and potential business financing resources, supporting services and programs such as training, education, licensing, transportation, insurance, tax structures, workforce development, and infrastructure development a strong plus.

Education Requirement

- Bachelor's Degree in business, economics, economic development, political science, public policy, urban studies, real estate, or similar business field or equivalent experience.

Physical/Mental Requirements

- The BA Chamber is committed to continuous personal development including tactical skills as well as transformational soft skills. The position will require proficiency at the following EI (emotional intelligence) skills:
 - Teamwork and collaboration, self-awareness, organizational awareness, self-control, adaptability, transparency, initiative
 - Demonstrated ability to work effectively under pressure while meeting deadlines.
- Employee is regularly required to verbally communicate
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus
- Must be able to stand and move intermittently throughout the work day
- Must possess sight/hearing senses to adequately perform the functions of the job
- May be required to sit or stand for long periods of time
- May be required to lift up to twenty-five (25) pounds

Working Conditions/Environmental Exposures

- Work is normally performed in a climate-controlled office or other human factors friendly environment
- Noise level is moderate and includes sounds of normal office environment
- No environmental hazards are encountered in performance of normal job duties
- Position requires some travel outside the state of Oklahoma via car and/or airplane
- Ability to sit for extended periods may be required

This job description is not intended to be an employment contract, nor does it dissolve the "at will" employment relationship.

Base Salary and Benefits

- The position is full-time salaried position, salary depending on experience
- The Chamber pays for employee's basic health, dental and vision insurance
- 401(k) plan, with up to 4% matching
- Basic Life and AD&D insurance
- 14 paid holidays
- 20 Days PTO annually

How to Apply

To apply for this position, submit cover letter and resume demonstrating relevant skills and experience to the following, preferably by email. Applicants will be immediately considered upon submission. Position will be filled as soon as possible.

Broken Arrow Chamber of Commerce

Attn: Jennifer Conway, President and CEO

Email: Jennifer.Conway@bachamber.com

Mail: 210 N. Main Street, Suite C, Broken Arrow OK 74012