



131 S. Fraser St., Ste. 1
State College, PA 16801

814-234-1829

www.cbicc.org

Title: Vice President of Economic Development

Full job description:

The Chamber of Business and Industry of Centre County (the Chamber) is seeking an experienced, highly motivated, self-driven individual to serve as our Vice President of Economic Development.

This individual will be expected to interact with key executives at prospective and existing member companies and engage with their representatives. The successful candidate should possess an elevated level of written and oral communication skills.

Relationship building, leadership, organization, attention to detail, flexibility, time management, and teamwork are critical for this position.

The Vice President of Economic Development will report directly to the President & CEO.

Principle responsibilities include, but are not limited to:

- Create and implement county-wide economic development strategic plan
- Build relationships with businesses and facilitate connections with community partners
- Interact with community stakeholders and government officials to promote economic development
- Meet and assist businesses interested in expansion or relocation by coordinating available resources including financing programs, regulatory assistance, site location, etc.
- Strategically participate in community and industry groups for networking and relationship building
- Maintain a continually updated, targeted list of Centre County companies/operations that are at-risk, are in specific industry clusters or that should be contacted for other reasons such as geographic location, specific risks or opportunities, for outreach and relationship building
- Conduct visits to a broad range of companies with the intent of gathering information about the overall operations and discussing key community issues (workforce, transportation, utilities, government needs, financing, trade) that may lead to on-going connections and the opportunity to provide direct support
- Maintain and enhance relationships with other regional and state-wide economic development leaders, and other key organizations at the community, county and state levels



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- Oversee the Centre County Industrial Development Corporation's revolving loan fund, and provide staff support to the revolving loan committee
- Plan, build and implement an effective/collaborative program to assist with the creation of new jobs and capital investment through the expansion of existing or recruitment of new industry to the county
- In conjunction with business, education, and government partners, implement a meaningful workforce development program that includes skill set enhancement that supports business retention/expansion and addresses the needs and realities of the Centre County economy
- Ensure accurate records of economic development activity are maintained; monitor program requirements and initiate appropriate follow-up
- Maintain good working knowledge of all organizational initiatives to be able to share information during business visits and networking opportunities
- Represent the organization in a wide variety of settings, including regional and state economic discussions

Disclaimer: Nothing in this job description restricts the Chamber's right to assign or reassign duties and responsibilities to this job at any time.

Annual Performance Measurements:

This position will be evaluated on the following key performance measurements:

- Development and implementation of the county-wide economic development strategic plan
- Number of companies visited, including quantifying the number of visits resulting in on-going service or support
- Successful qualification of business recruitment leads effectively balancing return on investment
- Lead generation through the organization's partners and lead sources
- Breadth of engagement of community partners, including economic development partners and members, into the overall strategy
- Effectiveness of business retention, expansion, and recruitment efforts to revenue generation

Qualifications:

A Bachelor's degree is required, with an advanced degree in business, finance, law, public administration, or related field desirable. Five (5) years of professional experience in Chamber or economic development industry, or related industry.



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Salary commensurate with experience.

The Chamber offers a competitive benefit package, including PTO, health, dental, vision, life insurance, disability and 401(k) plan.

Qualified applicants will be considered immediately. Only those applicants with appropriate experience will be contacted. No phone calls please. Please submit a cover letter and resume by email to Donna Newburg (dnewburg@cbicc.org) or by regular mail to the Chamber of Business & Industry of Centre County, 131 S. Fraser Street, Suite. 1, State College, PA 16801.

The CBICC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment.

The organization:

The Chamber is a private, nonprofit, membership organization comprised of 700 business enterprises, civic organizations, educational institutions, government entities, and individuals. Our mission is to provide visionary leadership to support business and economic development and to enhance and promote a high-quality of life in Centre County, Pennsylvania.

The organization was formed when the State College Chamber of Commerce (established in 1920) and the Centre County Industrial Development Corporation (established in 1956) combined into a single operating entity in 1992. Today, the CBICC staffs and manages three corporate entities under its umbrella:

- The Chamber of Business & Industry of Centre County (CBICC) – 501c(6) membership organization governed by a single 22-member (maximum) Board of Directors.
- Centre County Industrial Development Corporation (CCIDC) – 501c(4) charged with promoting economic development throughout Centre County.
- Chamber Foundation of Centre County – 501c(3) charitable organization focused on economic development and education initiatives, while offering tax advantages to businesses or individuals that make certain charitable contributions to support CBICC/CCIDC professional/workforce development initiatives.

Work location: State College, Pennsylvania

Located in the geographic center of Pennsylvania, Centre County has a population of 162,385. The largest community is State College (population 40,000+), the home of Penn State University.