

Manager, Business Attraction and Expansion

The Chamber brings area businesses and civic leaders together to promote growth and create opportunity in our region. We support our members with practical, inspiring programs, resources, and events. All that we do serves one clear, bold goal: **to make Greater Philadelphia a great place for good business.**

We are currently seeking a **Manager, Business Attraction and Expansion**. This position is a critical organizational resource and supports the full range of activities related to the Chamber's **business attraction and expansion** program to meet the goal of increasing expansion leads and prospects and growing jobs and wages across the region.

Primary Purpose

The primary purpose of this position is to contribute to the Chamber's overall economic competitiveness strategy through the proactive management of its business attraction and expansion initiatives and engagement of key investors and stakeholders in those efforts. The Manager of Business Attraction and Expansion reports to the Director of Business Attraction and Expansion.

The person in this role will play a critical role in introducing national and international businesses to the Greater Philadelphia Region and ensuring that businesses and stakeholders have access to information, organizations, and resources that will help them understand the opportunities and support their decision to expand in Greater Philadelphia.

Essential Duties & Responsibilities

- Manage business attraction and expansion project delivery by:
 - Serving as point of contact for select attraction and new-to-market investment leads and projects from prospecting to location decision/public announcement, including but not limited to coordination and preparation of proposals, hosting site visits, coordination of incentives and programs, and consistent, supportive follow up with clients/partners.
 - Supporting the team in maintaining an active inventory of real estate, providing input into and utilizing marketing/communications assets, making presentations, and providing introductions to key stakeholders and investors to help advance projects.
 - Attending conferences, trade shows, and international missions as identified by the Director; building relationships with key multipliers in government, real estate, business and trade associations; and serving on panels as needed to create visibility for the organization and the Greater Philadelphia region.
 - Tracking and reporting on project activity, interactions with business and civic leaders, and other key success metrics.
- Manage efforts to engage key stakeholders and investors/members in proactive business attraction and expansion efforts in industry areas of focus.
- Establish, develop, and maintain industry relationships and coordinate with key industry interest groups, associations, and stakeholders to advance the Chamber's business attraction and expansion initiatives and goals.

- Develop working knowledge of economic trends locally and in strategic markets and contribute to related research initiatives.
- Assist the leadership of the Economic Competitiveness team as needed, working collaboratively with all members of the internal cross-functional teams as well as State, Local and International stakeholders and real estate brokerage community.
- Serve as a representative of the Chamber at government, civic, and community events.
- Collaborate with other local and regional organizations working to improve Greater Philadelphia.
- Contribute to the Chamber's mission through information sharing and collaboration, in service of achieving the organization's goals.
- Complete other duties and projects as assigned.

Job Requirements

- Bachelor's degree with emphasis in related area (e.g., Economic Development, Economics, Political Science, Urban Planning, International Relations) and five or more years of experience in real estate, economic development, or business services.
- Experience with research analysis, spreadsheets, and economic development related databases a plus.
- Experience with one or more of the Chamber's industry sectors of focus a plus, e.g., Life Sciences, Advanced manufacturing, etc.
- Experience in zoning, planning, economic development, commercial real estate, trade & investment, and business development preferred.
- Proficiencies in MS Office, including Outlook, Word, and Excel. Experience using a contact management system a plus.
- Knowledgeable of the Greater Philadelphia region and its business and civic community.
- Valid Driver's License

Working Style

- Client-focused with a collaborative spirit
- Ability to manage and prioritize multiple projects and stakeholders, with flexibility to adjust to changing priorities
- Strategic thinker with an innate curiosity
- A self-starter who can work both independently and as part of a team

- Organizational ability and attention to detail
- Diligence in meeting deadlines and ability to work independently and under pressure
- Strong interpersonal and communication skills with professional presence, and an outgoing and engaging personality.
- Some domestic and international travel required for industry trade shows and conferences.

Benefits

The Chamber provides all the benefits of working for a mid-size business combined with the values and mission focus of a nonprofit. As part of a leading organization in the region's business community, team members have access to a wide array of resources, connections, and opportunities throughout their career with the Chamber. With 60+ employees, the Chamber is right-sized for new team members to have the support of their talented colleagues, opportunities to lead, and room for personal and professional growth. The Chamber offers its employees a dynamic, fast-paced environment with competitive salaries and an excellent benefits package. [Learn more about Chamber culture and benefits.](#)

Work Conditions

The Chamber is currently working in a hybrid work environment that allows for a flexible work schedule. When in the offices, this individual will work in a typical office environment. On a standard workday, the majority of time is spent sitting at a desk, using the computer and speaking on the phone. However, at times, this role will be required to attend Chamber events or related outside meetings/events on behalf of the Chamber. These meetings/events may take place outside of regular business hours and outside of center city Philadelphia.

Application Instructions

Qualified candidates should submit a cover letter and resume.

Apply to: <http://chmbr.biz/ngflpvzvla>

The Chamber of Commerce for Greater Philadelphia is an Equal Opportunity Employer that is committed to building a culturally diverse staff. We strongly encourage applications from candidates of all backgrounds.