



Position Description

Title—

Director, Existing Industries and Workforce Development

Reports to—

Senior Vice President, Economic Development

Nature of work—

This position is a critical member of the economic development team, supporting the existing businesses of Greater Waco and working collaboratively with area partners to develop and advance workforce initiatives that strengthen and expand the talent pool of our region.

The Director of Existing Industries & Workforce Development is responsible for the retention of existing businesses in Greater Waco. The Director meets with area industry business executives and managers to assess their current status, needs, and plans for expansion, providing access to resources and feedback to area partners to assist in maintaining Greater Waco's positive business climate.

The Director is the Chamber's representative with industry workforce initiatives. Workforce and access to talent are key areas of focus in economic development. The Director works closely with higher education, workforce and other partners to develop strategies that assist existing employers to maintain a strong pipeline of talent, including but not limited to the development of skills training programs, internship initiatives, job shadowing and other opportunities.

Examples of duties—

The following items are not inclusive of all duties, and other related duties are performed as required:

- Administer Existing Industry Program, including:
 - Local on-site visit program;
 - Corporate headquarter visits;
 - Coordinate business expansion projects and proposals with Sr. Vice President of Economic Development;
 - Liaison to businesses regarding issue resolution;
 - Monthly Retention/Expansion progress report;
 - Coordinate public relations of Business Retention & Expansion work & impacts;
 - Coordinate Industry Appreciation events
- Conduct talent needs assessment and connections (Business Retention & Expansion surveys, resume sharing, spousal connections, etc.);
- Collaborate with higher education and industry partners for increased participation and awareness of "Intern in Waco", internship program for college student retention;
- Collaborate with Leadership Development Director on Mentoring, Training and Development connections (identifying participant companies to plug into programs);
- Target Industry Development, including:
 - Administer Target Industry Alliances;
 - Identify & Engage new and existing businesses in alliances through Business Retention & Expansion program;
- Administer Talent Recruitment Committee – facilitating human resource personnel for input into initiatives targeting the attraction and retention of talent in Greater Waco;





- Collaborate with area partners and represent the Chamber regarding workforce development initiatives, including but not limited to job fairs, training needs;
- Provide input and or articles for Chamber publications and marketing materials;
- Represent the Chamber's economic development team at conferences, trade shows and other marketing venues, as needed;
- Complete and deliver monthly, quarterly, & annual reports;
- Administer Foreign Trade Zone and facilitate international trade programs.

Qualifications—

- Effective communications skills, including:
 - Strong research, editing, proofing, organizational skills;
 - Strong writing skills;
 - Proficiency in public presentation, research and project management;
 - Proficiency in Microsoft Office applications including Microsoft Word, Microsoft Outlook, Microsoft Excel and Microsoft PowerPoint.
- Strong customer service skills;
- Ability to multi-task and sustain a high level of performance for client interactions and program deliverables;
- Energy, enthusiasm, and well-developed interpersonal skills;
- Experience with Synchronist is a plus;
- Experience with Salesforce is a plus;
- Some travel is required;
- Bachelor's degree in business, economic development, public administration or related degree;
- Three or more years of experience in a progressively responsible position in business, economic or community development or related industry.

About Waco –

Greater Waco, located in McLennan County, Texas, along the Interstate 35 corridor is home to more than 14,000 companies, 241,505 people and a regional workforce of approximately 320,000. Greater Waco's centralized location with access, to Dallas and Austin (90 miles) and Houston and San Antonio (185 miles), make it a regional center of economic activity and an ideal community for businesses and individuals.

Since 2006, Greater Waco has seen more than \$1.3 billion in new capital investments and \$596 million in riverfront and downtown development, making it an attractive place to live, work and play. Greater Waco is landscaped with top-rated higher educational institutions, including Baylor University, McLennan Community College and Texas State Technical College Waco.

The Greater Waco Chamber leads economic development efforts for the area focusing on talent development and targeting five key industries for growth: Advanced Manufacturing, Aerospace and Defense, Health Care, Professional and Financial Services and Supply Chain Management.

For more information, visit WacoChamber.com.

Resumes to: Kris Collins, Sr. Vice President – Economic Development
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