

Seward County Chamber & Development Partnership

Position Description Vice President

BASIC FUNCTION:

The Vice President is responsible for working with the President & CEO to accomplish the short and long-term goals of the Seward County Chamber & Development Partnership (SCCDP) related to workforce, business development, and entrepreneurship.

ORGANIZATIONAL RELATIONSHIPS:

Reports to the President & CEO

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Build relationships with existing employers and entrepreneurs in Seward County and gain a strong understanding of their companies and workforce opportunities and needs.
- Assist individual companies and entrepreneurs with specific business development opportunities for expansion, recruitment, and retention.
- Provide information and referrals to employers and entrepreneurs regarding tax incentives and financial assistance programs, internship programs and opportunities, job training programs, and other resources.
- Conduct regular visits with existing employers & entrepreneurs and develop volunteer, board, & a staff member pool to complete Synchronist surveys; maintain Synchronist database and reports; monitor and publish trends.
- Plan and execute a plan for annual business and entrepreneur recognition events and annual awards.
- Represent Seward County, employers, and entrepreneurs, in-state and out-of-state, at job fairs, alumni events, and other opportunities to promote Seward County's employment and entrepreneurial opportunities.
- Develop, coordinate, and attend special events and sales trips for potential job applicants, residents, and entrepreneurs.
- Convene multiple stakeholders and help build working relationships to implement workforce initiatives.
- Lead efforts to promote careers, existing employers, and entrepreneurial opportunities to Seward County schools students (elementary through college) to create better awareness of what is available in Seward County.
- Identify new and refine ongoing opportunities to reach and attract new target audiences for workforce recruitment.
- Oversee regular updates of the Seward County laborshed, employee analysis surveys, and related workforce information.
- Create an entrepreneurial support system (i.e., activities, business coaches, funding sources, etc.) in Seward County to identify and provide for the needs of local entrepreneurs.
- Facilitate the development of a young professionals' organization in Seward County.
- Assist with direct sales, trade shows, and prospect visits, as needed.
- Complete and submit weekly, monthly, & yearly workforce, business development, & entrepreneurship reports.
- In coordination with the President & CEO, serve as representative for the SCCDP when they are out of the office.

GENERAL DUTIES:

- Attend SCCDP meetings, as required
- Complete required continuing educational programs that enhances the employee's ability to serve in the role
- Participate in community organizations, civic clubs, professional associations, and community projects on behalf of the SCCDP

- Establish individual goals which are aligned with the SCCDP's goals and objectives
- Assist in the accomplishment of organizational goals and objectives
- Perform other duties as assigned

STANDARDS OF PERFORMANCE:

The standards required for successful performance of this job are:

- Demonstration of ethical behavior, acceptable levels of attendance, strong work ethic, high level of customer service, and positive attitude
- Interpersonal relationships that encourage openness, teamwork, candor and trust, both within and outside of the organization
- Professionalism and discretion in maintaining confidential information
- Excellent time management and organizational skills
- Timeliness and accuracy in completing assigned duties
- Initiative and creative thinking in decision-making, problem resolution situations, and the performance of job duties

MENTAL AND PHYSICAL REQUIREMENTS:

- Ability to demonstrate effective and accurate oral and written communication skills
- Ability to maintain a high level of visual attention and mental concentration for significant periods of time
- Ability to build strong relationships and work well with others
- Ability to solve job-related problems and make decisions where procedures are established but conditions change; initiative must be exercised to overcome minor obstacles
- Ability to read, analyze, and interpret job-related information
- Ability to manipulate necessary office equipment, computer software, and peripherals

WORKING ENVIRONMENT AND CONDITIONS:

- Performs duties in a well-ventilated, well-lighted, and temperature-controlled office environment; noise level is a minimum
- Travel inside and outside the State of Nebraska, including overnight travel, is required
- Must be able to lift up to 50 pounds of recruitment event-related materials or equipment

EDUCATION, TRAINING, AND EXPERIENCE:

- Requires a bachelor's degree in business administration, human resources, communications, marketing, or working toward a degree and completion of economic development coursework or willingness to pursue the related training (Basic Economic Development Course and Economic Development Institute are preferred)
- Requires at least seven (7) years of related work experience
- Working knowledge of Microsoft Office programs
- Valid Nebraska Driver's License

EQUIPMENT AND TOOLS:

- General office equipment
- Basic computer and software use, including email, Internet, word documents, spreadsheets, desktop publishing, presentations and databases

SALARY RANGE: \$55,000 to \$65,000 with benefits