

Director of Economic Development

Partnership for Collier's Future Economy

Position Description

Director – Economic Development, Partnership for Collier's Future Economy

General Summary:

Develop, plan and execute the annual program of work for the Partnership for Collier's Future Economy including, but not limited to economic development initiatives, business retention and expansion activities, economic research and analysis, and connecting businesses with resources and organizations to help them thrive. This position coordinates with numerous other governmental, utility and not-for-profit organizations critical to economic growth marketing, services or contacts.

Reports to: President and CEO

Essential Job Duties:

Develop, revise, present and implement the strategy and tactics to create awareness of economic opportunities and challenges and act to help businesses within Collier County and its incorporated municipalities thrive.

Implement a business retention and expansion strategy, involving one-on-one meetings with key employers and growing businesses and helping connect them with resources to spur their growth.

Maintain and constantly improve upon a website, www.collieredo.org, as the economic portal for Collier County.

Work to attract targeted, new business enterprises to Collier County; advising leaders on needed infrastructure and/or improvements to the business climate to make Collier County as attractive as possible for enterprises, coordinate with county, regional and state partners (commercial real estate, governmental, utility, not-for-profit, etc.) on lead generation and project support to present Collier County as a premier business location.

Develop an annual budget and present it to both the Partnership board and the Chamber board for approval. As part of that process, develop an outreach plan of marketing events, conferences, and recruitment outreach to take the economic opportunity message beyond Collier County. Draft and submit grant applications to support local programs (Wells Fargo, etc.).

Be an active and engaged member of appropriate professional and economic development-focused organizations (IEDC, FEDC, EFI, Southwest Florida Regional Economic Development Alliance, etc.),

representing Collier County businesses and looking for new and innovative opportunities to increase awareness of Collier County economic growth opportunities.

Work with membership, marketing, and events team on the annual Excellence in Industry Awards including outreach of businesses to submit nominations and leading selection committee. Develop a campaign for Economic Development Week in May with the marketing team and local partners.

Work with educational, governmental and non-governmental agencies and organizations to address key economic support issues, such as workforce development and training, workforce housing, land and building availability, and inventory, etc.

Communicates effectively with Chamber staff members, boards of directors, elected officials, governmental staffs and agencies, professionally representing the Chamber's and Partnership's interests and advancement.

Desired Qualifications:

4-year degree and 3-4 years of administrator/program coordinator experience, or any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

Knowledge of economic issues pertaining to Southwest Florida in general, and Collier County specific.

Demonstrated experience of developing and working within a budget.

Ability to project a positive public image with high energy, enthusiasm, professionalism, and maturity.

Ability to operate in a highly collaborative and team-oriented office; willing to help in tasks that might not be directly associated with economic or business growth but are important to the overall mission of the Chamber.

Proactively seeking innovative and new ways to support business growth and attraction, and willingness to take the initiative to implement those initiatives.

Experience with Salesforce, WordPress, Microsoft Office Suite, and EMSI.

Excellent research, analytical, written and verbal communication skills.

Please contact:

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