

Greater Cedar Valley Alliance & Chamber
EMPLOYEE JOB DESCRIPTION
TITLE: Director of Business Services

- A. PRIMARY FUNCTION AND RELATIONSHIP TO TOTAL ORGANIZATION:
Proactively implement economic development initiatives outlined by the Greater Cedar Valley Alliance's Annual Plan of Work.
- B. REPORTS TO: Vice President of Economic Development
- C. ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Regular attendance is required.
 2. Business Retention & Expansion
 - a. Assist Cedar Valley businesses with retention, growth and project management as outlined in GCVAC's Business Retention and Expansion Strategy and Action Plan.
 - b. Work with VP of E.D., city officials & regional E.D. partners to help execute and update strategy and action plan for economic development.
 - c. Provide Project Management services to businesses regarding business expansion in the Cedar Valley.
 - d. Identify and assist growth-oriented business that may qualify for "economic gardening" services.
 - e. Conduct, collect, analyze and report information on businesses through existing business interview program (Synchronist).
 - f. Provide support for business innovation and entrepreneurship programming including helping businesses overcome barriers to innovation.
 - g. Represent the communities in presentations to private industry, and promote GCVAC's business services to start-ups, early-stage and existing businesses.
 - h. Write State incentive applications on behalf of expanding business, maintain authoritative level and working knowledge of state and local incentive programs.
 - i. Provide information, and/or make presentations to elected officials, boards, commissions, civic groups, businesses and individuals in the general public regarding economic development issues, programs, services, and plans.
 - j. Provide management services to the Cedar Valley Manufacturers

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Network (CVMN) as outlined in the CVMN Strategic Plan.

- k. Serve as a member of economic development groups or task forces that promote economic development.
- l. Provide immediate action to significant layoffs in the Cedar Valley Region for displaced workers in collaboration with Director of Talent Solutions.
- m. Maintain and update Directory of Cedar Valley Manufacturers.
- n. Other duties as requested by supervisor including BRE research.

D. REQUIREMENTS:

1. Bachelor's degree preferred with specialization in business, economics, real estate or community/economic development preferred.
2. At least 3 years of related experience preferred; particular emphasis on business to business work experience.
3. The successful candidate will have a passion for helping businesses grow and for the success of free enterprise.
4. Comprehensive knowledge of business development, factors affecting business and community vitality and community and economic development.
5. Project management including problem solving in ambiguous situations.
6. Basic computer skills, including Microsoft Office; and business to business social media knowledge. Knowledge of Synchronist and client management software helpful.
7. Proficient in social, electronic media applications include email newsletters etc. for business & promotion.
8. Proven organizational abilities and time-management skills.
9. Ability to collect and analyze data and formulate a course of action.
10. Ability to maintain confidential information and materials.
11. Ability to read, write and speak fluent English.
12. Ability to communicate effectively in oral and written form, including groups and individuals, state and federal agency representatives and legislative bodies.

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E. PHYSICAL DEMANDS:

1. Sit, walk, and stand: The individual in this position spends approximately 50% of the day sitting while completing paperwork, utilizing computer, etc. Approximately 50% of the day is spent standing and/or walking to other areas retrieving files, using office equipment, etc.
2. Bend, stoop, kneel, crouch, and crawl: Occasionally will be required to obtain materials from bottom file drawer or retrieve materials from low areas.
3. Reach, finger, and feel: Must have good manual dexterity for this position. Must be able to complete paperwork, document in ledgers, translate information into the computer, etc.
4. Climb and/or balance: Not required with any frequency, for this position.
5. Lift, carry, push, and pull: The individual in this position normally lifts and carries objects not weighing more than ten pounds, generally files or small office supplies and equipment.
6. See and hear: Must have adequate visual acuity to translate information into the computer and complete manual documentation, this required on an almost continual basis. Must have adequate auditory abilities to respond to staff and visitors.

F. WORK ENVIRONMENT

1. Works primarily indoors in a well-illuminated, climate-controlled environment.
2. Involves possibility of exposure to communicable disease.
3. Works with frequent interruptions.
4. In state & out-of-state travel required, with weighted time spent outside of the office in the Cedar Valley metro and region.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

All requirements are subject to possible modifications to reasonable accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or visitors.

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This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.