



Greater Green Bay Chamber

The Greater Green Bay Chamber has a 142-year heritage as the focal point of economic development in Green Bay and Brown County. The Chamber has over 1,100 members, representing more than 87,000 employees, serving a region with a population base of 240,000 within Northeast Wisconsin.

Vice President, Economic Development

The Chamber is conducting a national search to find an executive for the position of Vice President of Economic Development. The general role of this position is the management and fulfillment of all duties, functions and activities related to the Greater Green Bay economic development strategic plan serving the Greater Green Bay area. This person must have the credentials and leadership experience to move the plan's initiatives forward and provide oversight of the team and achieve the goals of this dynamic region.

- Economic Development Budget: \$1.3 million
- Staff: 6 (PT/FT)

Responsibilities:

- Serve as an active member of the Chamber Leadership Team.
- Lead and manage the Economic Development team.
- Provide management and oversight to the Economic Development Board as well as the task forces.
- Maintain communications with staff and regional partners, and acts as a resource for the economic development efforts of all local municipalities.
- Plan, direct and implement recruitment programs for new business and industry
- Oversee and communicate all leads and visits of prospective business clients to the area including matching of interests with available resources.
- Develop and expand current business retention and expansion program to include better communication tools for regional partners.
- Interact effectively, diligently and cooperatively with all interested real estate enterprises, all financial institutions, all interested commercial developers, and all interested property owners in order to encourage and facilitate desirable "quality-growth" throughout the county and municipalities of Brown County.
- Direct research activities and provides data for general publication as well as specific client prospect's requests.
- Provide data for all economic development related reports and programs for the Chamber



GREATER GREEN BAY CHAMBER

- Serve as the Chamber's representative for local, regional, state and national committees related to economic development.
- Recruit and recommend volunteers to serve on Economic Development related boards and committees.
- Prepare long-range and short-range economic development budget, to ensure financial accountability and internal controls.
- Monitor and approve all expenditures within the framework of the budget. Maintain public and private investments at a level which will provide the funds necessary to carry out the mission.
- Build and maintain relationships with local, regional and state economic development organizations.
- Lead and direct the following economic development programs: Startup Hub, Urban Hub, small business programs and business retention programs.
- Perform other duties as assigned by the CEO of the Chamber. Reports directly to the Chamber CEO.

Knowledge:

- Knowledge of economic development principles, finance and real estate is required
- Ability to package and sell the area to prospects
- Responsibility to understand and create metrics and benchmarks of effective economic development programs and to communicate them to both public and private-sector stakeholders
- Knowledge of applicable governmental regulations, infrastructure requirements and labor markets
- Ability to prepare and analyze data and have skill in the operation of necessary tools and equipment, i.e. computer, word processing, spreadsheet software and general office equipment is required
- Must possess exemplary leadership skills needed to lead this dynamic team to increase economic vitality for our region
- Must possess management and organizational skills to coordinate the work of the team, maintain files and logs and compile data to generate reports
- Must possess excellent communication skills, both written and verbal and the ability to establish and maintain effective working relationships with co-workers, support team, volunteers, and the public
- Strong team player able to work effectively with others within an organization and throughout the community
- Effective in establishing working partnerships with other community groups and working collaboratively with other entities



GREATER GREEN BAY
CHAMBER

Experience:

- Completion of a bachelor's degree in business, economics or equivalent combination of education, related experience or training would be required to prepare for this position.
- Certified Economic Development (CEcD) status is desirable.
- Prior work experience of up to 10 years in a senior leadership role with an industry-related economic development organization would be preferred for this position.

References and Background Information:

Once strong mutual interest has been established, candidates are asked to provide a list of references that should include, but not be limited to, a supervisor, a peer, a development client and a subordinate, as applicable. Candidates will be asked to sign an authorization to release Information for the purpose of background investigation, which may include verification of education, credit check, criminal and driving records. Should an offer be extended prior to the completion of these checks, the offer will be made contingent on the successful completion of the reference and background checks.

For consideration, please submit letter of interest and résumé to Beth Jones Schnese at bj Schnese@greatergbc.org. Deadline to apply April 1, 2024.