



## **ECONOMIC DEVELOPMENT COORDINATOR JOB DESCRIPTION**

Position: Economic Development Coordinator

Reports to: Director of Business Attraction & Special Initiatives

Position Type: Full Time

### **Job Summary:**

The Economic Development Coordinator position is responsible for the effective day-to-day support of the economic development business attraction, expansion and retention efforts. This role performs a variety of professional work and coordination implementing key initiatives to promote the business and economic development interests within the community. Responsibilities include assistance with economic development marketing programs, project tracking and compliance, proposal response assistance, community outreach, research and data collection, and the coordination of related committee events, meetings and presentations.

### **Key Duties:**

- Assist with business attraction initiatives, including but not limited to, assisting with RFI responses, research and data collection, property searches, etc.
- Provide coordination for economic development marketing programs such as recruitment trips, tradeshow and conferences, site selector/broker events, etc.
- Schedule inbound prospect site visits and assist with meeting preparations
- Coordinate outreach to existing Round Rock businesses to provide business retention and expansion assistance
- Maintain confidential project information in the Customer Relationship Management (CRM) system, ensuring records are current and accurate
- Assemble project briefing materials and meeting packets for incentives presentations to Type B, City Council and other key stakeholders
- Assist with the planning and preparation of quarterly Momentum investor meetings, as well as for monthly advisory councils and target industry groups
- Assist with economic data collection and analysis
- Assist with incentive tracking and compliance
- Manage the economic development department's calendar of events and provide any required event planning support
- Manage, drive and consistently improve the economic development metrics tracking and reporting process
- Assemble marketing collateral and materials for various required uses

- Contribute content to the weekly WiN investor e-newsletter on occasion
- Other duties as assigned

**Knowledge, Skills and Abilities:**

- Ability to effectively communicate in both oral and written communications
- Maintain confidentiality of all information both external and internal to the RRC
- Proficient in MS Outlook, Excel, Word and PowerPoint, with strong ability to put together PPT presentations
- Experience with CRM systems such as Salesforce, HubSpot or similar databases
- Impeccable organization skills with the ability to manage multiple projects at one time
- Ability to work independently in a proactive, priority-based manner
- Ability to work well under pressure and meet deadlines
- Team player poised to assist other departments and Chamber staff
- Completion of or plans to complete the Basic Economic Development Course is preferred, but not required.

Ideal qualifications include two (2) years of professional level experience working in economic development or a closely related field. An equivalent combination of education, training and experience may be accepted.

Please submit your resume and statement of interest in the position to Danielle Morrissey at [dmorrissey@roundrockchamber.org](mailto:dmorrissey@roundrockchamber.org).