



Greater Lafayette Commerce
Job Title: Economic Development Manager
Department: Economic and Workforce Development
FLSA Status: Non-Exempt
Job Type: Full Time

Organization Background

Greater Lafayette Commerce serves as a nexus in the Greater Lafayette economy. A nonprofit economic development and chamber of commerce organization serving Tippecanoe County, Indiana, Greater Lafayette Commerce is membership-based and supported by local industries, businesses, governments, and individuals. Its mission, carried out by various councils, is to advance economic and community prosperity and a superior quality of life.

Work Culture

As the leading local organization for community initiatives, growth, and economic development, Greater Lafayette Commerce is a hub of high-profile activities in multiple areas. The staff works under the direction of a president and chief executive officer and with numerous community volunteers. Team members work collaboratively for the good of all, often assisting in areas beyond traditional job responsibilities, with many opportunities for personal and professional growth. The work environment is dynamic, forward-thinking, fast-paced and goal-oriented

Position Summary

The Economic Development Manager develops a professional relationship with members, prospective and existing companies, site selectors, state, local and regional partners, as well as anyone else the person in this position meets. With the goal of increasing the Greater Lafayette population by 25,000 by 2026, this position will serve as a supporting role for Greater Lafayette Commerce to achieve the metric of that goal, attracting 5,000 economic based jobs through expansion of existing firms and attraction of new firms to Greater Lafayette.

Position Requirements

- Bachelor's degree.
- At least three years' experience in a position that focuses on relationship building.
- Some domestic and international travel may be required.
- Adept at technology, software, social media tools and the ability to embrace new technologies as made available.

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Essential Duties and Responsibilities

Economic Development

- Organize and manage supporting documents, compile information and documentation for client Request for Proposal's and other informational packages.
- Manage prospective business leads received from the Indiana Economic Development Corporation's Active Needs system and other sources.
- Manage the site database system. <http://greaterlafayette.zoomprospector.com/>
- Serve as a backup for prospective company and site selector visits.
- Conduct business, retention, and expansion visits with existing companies in Tippecanoe County and track interactions in online database system.
- Manage incentive distribution, programs, and compliances with the City of Lafayette, City of West Lafayette and Tippecanoe County as directed by those entities.
- Participate in the Workforce 2030 and Economic Development Councils and be available to serve as staff person to task forces.
- Manage the Greater Lafayette Commerce Economic Development Facebook page.

Regional

- Coordinate and manage monthly meetings for the 9-county region called The Greater Lafayette Economic Alliance (GLEA)
- Organize and execute a communications plan to site selectors and prospective businesses about the success and assets of the region.
- Develop and manage budget and expenditures.
- Manage the GLEA website (www.glearegion.com).
- Provide support for regional workforce development programs, such as, but not limited to, Manufacturing Week.
- Manage regional leads.

Sister City Relationships

- Coordinate the Sister City relationship with Ota City, Japan.
- Coordinate the student exchange between Ota City, Japan, and Tippecanoe County each year in July/August.
- Coordinate visits from various Japanese and/or Chinese leaders.

Golden Apple

- Coordinate the Golden Apple teacher recognition program, including the:
 - Application and review of candidates from the various Tippecanoe County school systems.
 - Five (5) in-classroom surprise award checks.
 - Video, which tells the winners' stories.
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- Venue, speakers, etc. for the awards dinner with the Greater Lafayette Commerce events team.
- Marketing/media regarding the event.

Other Responsibilities

- Be an advocate for the mission and vision of Greater Lafayette Commerce.
- Collaborate with other Greater Lafayette Commerce teams.
- Provide support with other events within the organization.
- Follow brand consistency as directed by the Director of Marketing & Communications.
- Any other duties assigned.

Supervisory Responsibilities

There are no supervisory responsibilities with this position.

Personal Attributes

To appropriately meet the needs of the position, the Economic Development Manager is expected to:

- Determine the best approach and accomplish tasks independently, take charge when needed, act persuasively and persevere to execute projects to completion.
- Handle multiple concurrent projects.
- Communicate in a factual, direct, persuasive and to-the-point style.
- Be comfortable meeting new people, socially approachable and outgoing.
- Be comfortable working in a dynamic environment
- Work harmoniously and cooperatively with co-workers, members, volunteers and others in the community, state, nationally and globally.
- Be organized, detail oriented, and deadline focused.
- Exhibit professional composure under pressure and a high level of energy and positivity.
- Maintain client confidentiality.
- Maintain the highest sensitivity to professional ethics, cultural diversities, and treat all people equally and respectfully.

Please submit a resume (cover letter optional) to mkyger@greaterlafayettecommerce.com

Greater Lafayette Commerce is an Equal Opportunity Employer.