

## Greater Memphis Chamber

### Position Description

**Job Title:** Director of Business Development  
**Department:** Economic Development Division  
**Reports to:** Chief Economic Development Officer  
**FLSA Status:** Exempt

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#### **PURPOSE:**

The Greater Memphis Chamber's mission is to relentlessly pursue prosperity for all. To grow and strengthen the Memphis economy, the Greater Memphis Chamber seeks to attract new corporate investment and work with existing companies in the region to facilitate expansion and economic growth.

**The Director of Business Development (DBD)** will contribute to the chamber's efforts of receiving commitments from companies to create new jobs and capital investments. They will work with state and local officials to help each company find the perfect location for their business in the Greater Memphis Region.

This position requires a great deal of determination, strong communication skills, an attention to detail, an ability to work with various stakeholders, and a positive team orientation.

#### Essential Functions:

- Proactively seek and manage recruitment projects within key business clusters from start to finish. This process includes identifying potential new clients, site selection, writing and responding to request for information (RFIs), coordinating and participating in site visits, effectively communicating project updates to the chamber leadership and assisting with other activities needed by the company.
- Thoroughly understand and explain all incentive programs available to companies relocating or expanding in Tennessee including tax credits and exemptions; these include all incentives available at the local, state and federal levels which could benefit the total value proposition.
- Develop and maintain relationships with global site selection consultants to ensure there is a steady stream of business projects considering Memphis. Building these crucial relationships require the utilization of various tools including organizing strategic events, social networking, web events, digital media campaigns and travel.
- Develop strong working relationships with the Tennessee Valley Authority, local leadership, community partners and other key economic development stakeholders so that they can assist with recruitment projects.
- Research and become familiar with available buildings and greenfield sites across the region.

- Become a knowledgeable expert in key business clusters. Research and know specifics regarding key cluster that will provide opportunities to generate leads and new clients interested in Memphis.
- Professionally and positively represent the Memphis in front of C-suite executives, business leaders, elected officials and stakeholders. Manage other business relocation projects as requested by the Chief Economic Development Officer including assisting with the recruitment of suppliers and customers of existing Memphis based companies, developing workforce strategies and targeted outreach to relocation prospects in key business clusters. Provide support to internal chamber teams.
- Other duties as assigned.

**REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES:**

- Highly motivated leader with a passion for business recruitment and project management.
- Self-starter, have experience managing multiple tasks in a fast-paced and high-intensity environment with important deadlines, possess exceptionally strong communication skills, and work with diverse stakeholders, including company executives and local government leaders.
- Bachelor's degree from an accredited college or university (preferably a degree in business administration)
- Proficiency with Microsoft Word, PowerPoint, and Excel is required.
- Strong mathematical, analytical, research, presentation and written/oral communication skills are essential.
- The strongest candidates will have existing relationships with global site selection consultants and/or private sector experience. Directors of Business Development will have the opportunity and be required to travel in-state, out-of-state and internationally regularly.

**ENVIRONMENTAL REQUIREMENTS:**

- Most work is conducted in typical indoor office environment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- frequently required to sit, talk, and hear;
- occasionally required to walk;
- regularly uses hands and fingers to feel, handle, or operate objects, tools, or controls;
- constantly reaches with hands and arms;
- occasionally lifts and/or moves up to 30 pounds;

- regularly uses close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**This job description reflects management's assignment of essential functions; it was not meant to be all-inclusive of the tasks that may be assigned.**

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PRINT NAME

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SIGN NAME & DATE