



## Position Description | Vice President of Economic Development, Entrepreneurship and Innovation

### About the Greater Bentonville Area Chamber of Commerce

**Why** – we exist to build a 21<sup>st</sup> century community

**How** – We use a perspective that includes the past and the present while keeping a gaze fixed on the future. We consider the input and attention of major economic drivers and community stakeholders. We use feedback from small businesses. We are trusted with the storylines of the community. We are the troubadour to talent.

**What** – we build programs, events and tools to increase the profitability of large and small businesses in the Bentonville area.

*The Greater Bentonville Area Chamber of Commerce is an equal opportunity employer and is committed to building and maintaining a culturally diverse workplace. We encourage women, minorities, individuals with disabilities and veterans to apply. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status of protected veteran, among other things or status as a qualified individual with a disability.*

### This job is for...

Someone who will take ownership and agency over telling the story of the one of the most unique and dynamic communities as well as the economy the drives and the organizations that serve it.

It is for a detail focused and project oriented but nimble individual with the ability to work closely with a team as well as relish the lone wolf approach at times.

The unknown should excite you. You should be willing and able to hold your own in a community that expects performance. You should be a builder that wants to serve others and leave a legacy. You should be poised under pressure, willing to learn, open to feedback and able to pivot. You should understand the balance between value, experience and investment and be adept at gaining support, transferring belief and building collaborative connections.

### Priority Strengths and Attributes:

Connection building. Passion for continued learning. Values driven. Project oriented. Change mind-set. Independent. Confidence. Humility. Believer in infinite work.

**General Functions:**

Manage Economic Development Program, including Talent and Industry Recruitment, Business Retention and Expansion. Connect with, build, and enhance Entrepreneurial Ecosystem. Advise and guide chamber leadership and business community towards the continued development of a 21<sup>st</sup> Century Community. Ideate, create and execute economic development plans in collaboration with President/CEO.

**Experience Preferred:**

- Experience in StartUp, Entrepreneurship, VC, and business development
- Digital, social, and experiential marketing knowledge of value
- Previous chamber and/or economic development experience could be of value
- Strong communication and organization skills
- Ability to work with other groups and build coalitions
- Team player with the ability to multi-task

**Entrepreneurship and Innovation Core Responsibilities**

- Maintain an understanding and deep knowledge of the NWA entrepreneurial ecosystem
- Promote and support quality entrepreneurial and technology-based programming and events
- Promote existing Chamber programming to the freelance and startup community
- Facilitate connections between existing chamber members and startup entrepreneurs
- Communicate ecosystem successes with media and local/state government
- Track and catalog funding sources, debt and equity, for early to growth stage startups
- Act as liaison between the Chamber and entrepreneurial/tech/start up organizations

**Shared Duties and Responsibilities:**

- Work directly with Northwest Arkansas Council and fulfil contractual agreements as assigned.
- Cultivate economic growth by marketing Bentonville's strengths to targeted industry sectors and consultants for the purpose of attracting investment and creating jobs
  - Target sectors include: Arts/Culture/Music, Cycling, Culinary, Tech/Investment/Business.
- Visit with existing businesses soliciting feedback on any obstacles or opportunities they are facing.
- Manage the #BecauseBentonville website and update content as needed
- Assist local companies in mitigating challenges to growth within the region
- Work in connection with K12 and post-secondary educational institutions to provide capacity for 21<sup>st</sup> Century Economic Talent
- Work with educational institutions to align career and technical education with industry needs to create a talent pipeline for the existing and immerging industry base.
- Maintain a database of existing company contacts
- Manage the identification of suitable sites within the City for prospective projects
- Provide reporting of economic development program results to Chamber Board of Directors
- Speak publicly and give presentations as required
- Other duties as assigned

### **Chamber and Chamber Partner Events and Programming Potentially Including but not Limited to:**

- Co-Manage NWA Tech Summit
- ASBTDC Seminars
- Small Business Week(s)
- Community Advising, Organizing, or Contributing
- 1 Million Cups
- IdeaFame
- The Arkansas Fellowship
- Arkansas Startup Crawl
- Nowhere Developers Conference
- Startup Weekend
- ArkansasDev Hackathons
- Angel Networking Events
- Maker Faire
- DWR Governor's Cup
- Meetups
- Start Up Junkie
- City of Bentonville and Benton County

### **Education and Requirements**

- Excellent verbal and written communication skills as well as excellent organizational skills and strong computer and graphic design skills.
- Self-motivated and possesses strong interpersonal skills.
- Must be flexible, able to create and adapt to changes in the environment.
- Unquestioned integrity and ethical standards.
- Ability to work in a team environment and assist others when needed.
- Ability to manage multiple projects and demands simultaneously.

### **Commitments**

- Treat all Chamber employees, members, public/private sector partners, board members, the general public, and all working partners fairly, courteously, and with dignity.
- Model superior customer service behavior by maintaining positive relationships with all Chamber stakeholders.
- Be prompt and available for flexible scheduling.
- Be honest and fair in all business dealings.

**Personal attributes that support your success:**

- Unquestionable ethics and integrity. Demonstrated ability to protect privacy and maintain discretion in dealing with highly confidential information.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Service approach with a highlighted sense of accountability, empathy, and humility.
- Highly resourceful team-player, solution-oriented, and comfortable operating with incomplete information.
- Effective independently and in a semi-remote environment.
- Often accessible and responsive beyond business hours.
- Intellectual agility and the ability to analyze and think critically.
- Direct personal experience with launching and/or scaling a business will be of value

**Please direct inquiries to:**

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