

Colorado Springs Chamber & EDC

Vice President of Economic Development

Opportunity Profile 2025



ABOUT THE ORGANIZATION

The Colorado Springs Chamber & EDC is the largest economic development, chamber of commerce, and business advocacy organization in southern Colorado. We work with industry leaders, educational institutions, military personnel, government, and community agencies and a wide array of community professionals dedicated to developing economic prosperity for our region.

THE POSITION

The Vice President of Economic Development (VP) will lead and direct projects, programs, and people with little supervision, but in coordination with the CEO, according to set goals and approved budget. This role is responsible for overseeing the full range of activities related to successful, targeted industry business retention and expansion (BRE) and business attraction programming for the Colorado Springs Chamber & EDC. This position leads a team that:

- Executes and manages all BRE and expanding-in-market investment activities as they relate to proactive outreach, identification of projects, and follow up.
- Executes a proactive business attraction strategy including company visits, tradeshow attendance, and building relationships with site selection consultants to build an effective sales pipeline to win projects.
- Executes programs and efforts to recruit, connect and engage talent/workforce.

The VP reports to the President and CEO. The VP of Economic Development leads, coaches and supervises project management, business attraction, business retention and expansion, talent initiatives and data intelligence team. Externally, the VP interacts with existing businesses, investment prospects, site selectors, the real estate community, economic development organizations in the state and country and community and state partner organizations.

Essential Duties and Responsibilities

Responsible for leading, establishing, enhancing, and driving execution of an effective economic development strategy

- Ensures seamless support from the ED team for all BRE and expanding-in-market investment leads and projects, from initial contact to location decision/public announcement, including but not limited to, preparation of information, coordination of incentives and programs, and consistent, supportive follow up with clients/partners.
- Ensures there is coordination and aftercare outreach and services as an attraction project transitions into hiring and operations and becomes an existing business.

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- Oversees the data intelligence efforts of gathering information on existing firms, especially in targeted industries, to assess overall business climate of the region and inform other areas of programming and strategy.
- Works in collaboration with all Pikes Peak region communities, to understand the existing business community and various needs for successful ED efforts such as workforce readiness, shovel ready sites programs and regulations affecting business expansion.
- Makes certain team is fully trained and in coordination of local and state incentives and programs, including analysis, in collaboration with local and state program partners/representatives.
- Empowers and engages CSCEDC staff and community partners to support the existing business community and leverage any competitive advantages of the Pikes Peak region to win projects.
- Ensure all project and programmatic deadlines are met with an exceptional work product.

Knowledge Management

- Ability to lead, inspire, teach, and hold a team accountable for goals, measurements, core values and actions.
- Relationships, processes, plans, and protocol are documented and accessible to allow for continuity and excellence in service delivery.
- Ensures that the team utilizes and maintains the internal database (CRM) and reporting mechanism for all activities and outcomes related to economic development project pipeline for various internal and external audiences (staff, committees, board of directors, marketing & communications, etc.).
- Follows protocol for knowledge management of the organization including but not limited to budget creation and adherence, file storage, archive of proposals, process documentation, goalsetting and actioning and staff performance.

Communication

- Works in conjunction with other VPs and senior leadership to communicate strategy, goals, and direction for the betterment of the organization and the region.
- Development of content to track metrics and trends and communicate economic conditions and programmatic successes.
- Work seamlessly with the greater ED team and partners on sales pitches and proactive initiatives that focus on target sectors and industry related events.
- Partner and communicate with staff, volunteers, and partner organizations to ensure the highest levels of collaboration within and outside of the organization.
- Initiate, maintain, and grow effective working relationships with aligned organizations and public partners on a regional basis.
- Interact with site selectors, business clients, and organizational volunteers with excellent customer service skills and a positive attitude.

Other Duties: Perform other tasks and duties as may be assigned from time to time by leadership.

Required Skills, Knowledge, and Abilities

- Deep knowledge of economic development industry best practices.
- General knowledge of various economic development incentive concepts, programs, and tools.

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- General knowledge of chamber/membership-based organizations.
- Project management.
- Strategic planning & execution of multi-year plans and programming.
- Team player, self-starter, and an effective written and verbal communicator.
- Confident and engaging as a presenter in front of large and small audiences.
- Professional, high ethical standards, especially as it pertains to client and partner confidentiality.
- Excellent interpersonal skills.
- Commitment to professional development in the economic development field.
- Effective time management skills and ability to work well under pressure.
- Basic knowledge of standard office equipment.
- Proficient in Word, Excel, PowerPoint, or similar software programs.
- Familiarity with Customer Relationship Management (CRM) software for project management tracking and oversight.

Minimum Education and Work History

- College degree or equivalent experience required.
- 5+ years of professional experience in economic and/or business development, site selection, real estate, or corporate business.
- An equivalent combination of education, training and experience may be considered.

COMPENSATION

Salary will be competitive and commensurate with experience and qualifications \$150,000 to \$175,000 plus benefits.

APPLICATION PROCESS

This position is open until filled. Please submit your application as soon as possible to ensure you are considered for this position. Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by Jorgenson Pace. For consideration, please submit a cover letter résumé to Todd Jorgenson at CSCEDC-VPED@jorgensonpace.com

REFERENCES AND BACKGROUND CHECK

There will be an extensive background and reference check of candidates. 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 the background investigation, which may include education, social media background, 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.

Finalist will be required to take a cultural index study.