

## Vice President of Economic Development – Job Description

### **The Organization**

The Hutchinson/Reno County Chamber of Commerce is seeking a Vice President of Economic Development to lead the efforts of Greater Hutch, an Economic Development Partnership for Reno County. Greater Hutch is a 501c6 organization with funding from private sector businesses and individuals, and public sector funding from the City of Hutchinson, South Hutchinson and Reno County and works with other nonprofit organizations to carry out the Reno County Economic Development Strategic Plan launched in 2025 – Elevate Reno County. The Hutch Chamber is comprised of 4 divisions – Membership, Greater Hutch, Visit Hutch, and Growth Inc. The mission of the Chamber is Working Together to Grow Reno County, and serves 750+ members and public/private economic development investors. The Vice President position is being created to lead the three person staff of Greater Hutch and will report to the President/CEO of the Chamber, in addition to a strong new partnership in collaboration with the City of Hutchinson and will work closely with community and strategic development staff and department heads of the City and County. It is possible that the position may be housed at both the Chamber and City Hall in order to work closely with the respective teams.

### **Department & Job Description**

The Vice President of Economic Development will lead Greater Hutch, a public/private partnership which works in collaboration with many community partner organizations to carry out the economic development strategic plan of Reno County and the partner communities. The VP of ED will help execute a coordinated strategy for economic growth by overseeing a three person Economic Development team comprised of an Economic Development Project Manager, BRE/Workforce Program Manager, and a Marketing coordinator and will report to the CEO. The position will have strong collaboration with the City and County. Greater Hutch works to carry out a five pillar Elevate Reno County growth strategy including creating high quality jobs and investment, talent attraction and development, entrepreneurship in partnership with Startup Hutch, development of modern sites and infrastructure, and quality of life initiatives. Greater Hutch is currently in the middle of a 5-year capital campaign in partnership with Startup Hutch, and it is expected that the VP will work closely with the organizational leadership to help lead and execute the 5-year Elevate Reno County campaign. Background in public/private EDO fundraising is preferred.

The position will be responsible for business growth outreach through local, regional, state and national marketing efforts and will aid in support of new product development, real estate promotion, and attraction of new companies to Reno County. This position will execute marketing strategies to align with and support Greater Hutch key objectives with the direction of the President/CEO, while working as a strong collaborative team with the other staff of the Chamber and Visit Hutch and partner organizations such as Downtown Hutch, Startup Hutch and municipal partners and planning organizations. The position will also have some oversight of grant administration and real estate development through Growth Inc, the division responsible for development of a new industrial site in Reno County. Growth Inc is currently developing a shovel ready 500-acre rail served industrial site in cooperation with Reno County and the City of Hutchinson, and this position will be essential in writing

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grants and management of the current grants to prepare the site for further development. Progressive economic development experience and management within economic development organizations is required and real estate development background is preferred. A strong familiarity with the Reno County area is desired and favorably considered. Applicant should possess a goal-oriented passion for all aspects of economic development.

### **Position Objectives**

The VP position will manage all aspects of the economic development program and staff to enhance outreach to prospects with the goal of creating a strong pipeline of prospects and supporting existing business retention and expansion, workforce development, entrepreneurial programs and have experience in a wholistic approach to economic development.

- Highly motivated individual with the ability to coordinate, analyze, and act upon confidential information and confidently and effectively interact with leaders in the public and private sector.
- Lead retention, expansion and recruitment of business investment leading to job growth by presenting to executives, coordinating prospect visits/ tours, compiling local & state incentive proposals, addressing issues or needs of the project, and use of other tactics with a creative approach to problem solving.
- Assist existing business investment projects along with the BRE Manager and maintain robust and systematic lead generation program and track projects through CRM system.
- Maintain excellent relations with leadership at local and state levels as well as existing businesses, site selection consultants, commercial real estate brokers, and prospects.
- Ability to travel as needed and lead the marketing and economic development teams in marketing and event planning at local, state and national events and track all appointments, meetings, and engagement with prospects to report to the Economic Development Advisory Committee (EDAC).
- Ability to prepare and deliver cost benefit reports and assist city and county with preparation of analysis on the economic impact of projects.
- Prepare monthly progress reports as requested by the President/CEO for communication to boards, committees, and investors.
- Maintain and edit various software systems for project management, customer relationships, management, and real estate database.
- Ensure proper oversight of website updates and various marketing and social media platforms and have abilities in strategic planning, marketing program development and presentations.
- Demonstrate leadership skills and genuine team player behavior in work with the other members of the team.
- Execute all other duties as assigned.

### **An ideal candidate will possess the following competencies:**

- Proven leadership experience and ability to quickly become familiar with operations and goals of a multifaceted economic development organization.

- Ability to engage in an environment where individuals collaborate toward a common mission and shared goals, promote innovation, critical thinking, problem solving, and positive teamwork.
- Excellent analytical and organizational skills with an ability to understand, analyze, prepare, manage, and report comprehensive data including economic impact analysis for public sector partners.
- Ability to facilitate problem-solving, recognize positive results, manage conflict, and negotiate satisfactory outcomes.
- Proven experience and ability to effectively communicate with small or large audiences, listen, speak, write, present, facilitate, and interact in a persuasive and appropriate manner.
- Ability to manage details and multiple tasks while working with a collaborative team on projects and initiatives, with clear communication ability to internal and external stakeholders.
- Self-starter with the ability to represent the organization to the highest standards with our members and stakeholders.
- Mature approach in handling business and professional interactions.
- Working knowledge of economic analysis, reports, grant proposals, and programs.
- Knowledge of all related Chamber of Commerce functions and programs.
- Experience in working with volunteers and within partnerships.
- Working knowledge of PC, Microsoft Office 365 and industry software, email, databases and creating and updating digital media such as websites, social media, and some graphic design.
- Manage technology and equipment setup for regular and specials events.

#### **Preferred Education and Experience**

Five or more years of progressively responsible professional experience in economic development, real estate development, grant writing, community relations, business development, or sales are preferred. Substantial experience working with the public and private sector is desired. Preference will be given to candidates with a bachelor's degree in Business, Public Administration, Economic Development, or Finance and equivalent work experience will be considered. Professional certification in economic development such as the IEDC CEcD designation is preferred.

#### **Accountability**

This position reports to the President/CEO and works closely with the ED Project Manager, BRE/Workforce Program Manager, Downtown Manager, StartUp Hutch, City Manager and City and County department heads, and management and staff.

#### **Physical Activity**

This position primarily consists of in-office, on-site event management and interpersonal communications with a variety of stakeholders. Candidates must be able to communicate easily with staff, members, and partners. Some limited lifting up to 25 pounds and moderate physically strenuous activities are associated with this position in relation to preparing for membership events, which may include: (1) moving tables and chairs, in preparation for various meetings, (2) assist event staff and partners in preparation and setup for events, (3) extensive travel within Reno County by car to visit

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businesses or event facilities, (4) frequent walking tours of facilities, (5) significant time prior, during, and after events ensuring appropriate preparation, facility setup, and complete event assembly and disassembly of equipment as needed. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required for this job. Duties, responsibilities, and activities may change at any time.

**Travel**

This position requires in-state and in-county travel up to 50% of the time, with mileage from the main office being reimbursed at the federal standard rate. Occasional out-of-state travel may be required for Team Kansas and Site Selection events.

**FLSA Designation**

The position is classified as an 'Administrative' position and is thereby considered to be an exempt position per the FLSA duties and compensation guidelines. Salary commensurate with experience including competitive benefit package.

**Certificates, Licenses, Registrations**

Valid Kansas driver's license required. Must be able to travel as needed.

**Language Skills**

Ability to read, write, and speak professionally. Must be able to communicate effectively with event organizers, vendors, coworkers, and the public.

**Mathematical Skills**

Ability to calculate basic figures such as percentages and interpret simple financial reports and event data.

**Reasoning Ability**

Ability to solve problems and manage multiple tasks in dynamic environments. Must be able to respond calmly and professionally in high-pressure situations.

**Physical Demands**

The employee must be able to sit, stand, walk, and carry materials as needed for events. Occasionally it may be required to lift and/or move up to 25 pounds. Reasonable accommodation may be made.

**Work Environment**

This position may involve indoor and outdoor work in varying weather conditions. Office work environment is generally moderate in noise level.

**Disclaimer**

This Job Description indicates the general nature and level of work expected. It is not designed to cover every activity, duty or responsibility required of the employee.



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[www.greaterhutch.com](http://www.greaterhutch.com)

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I agree that I can perform the job described as stated above and am able to work in these conditions.

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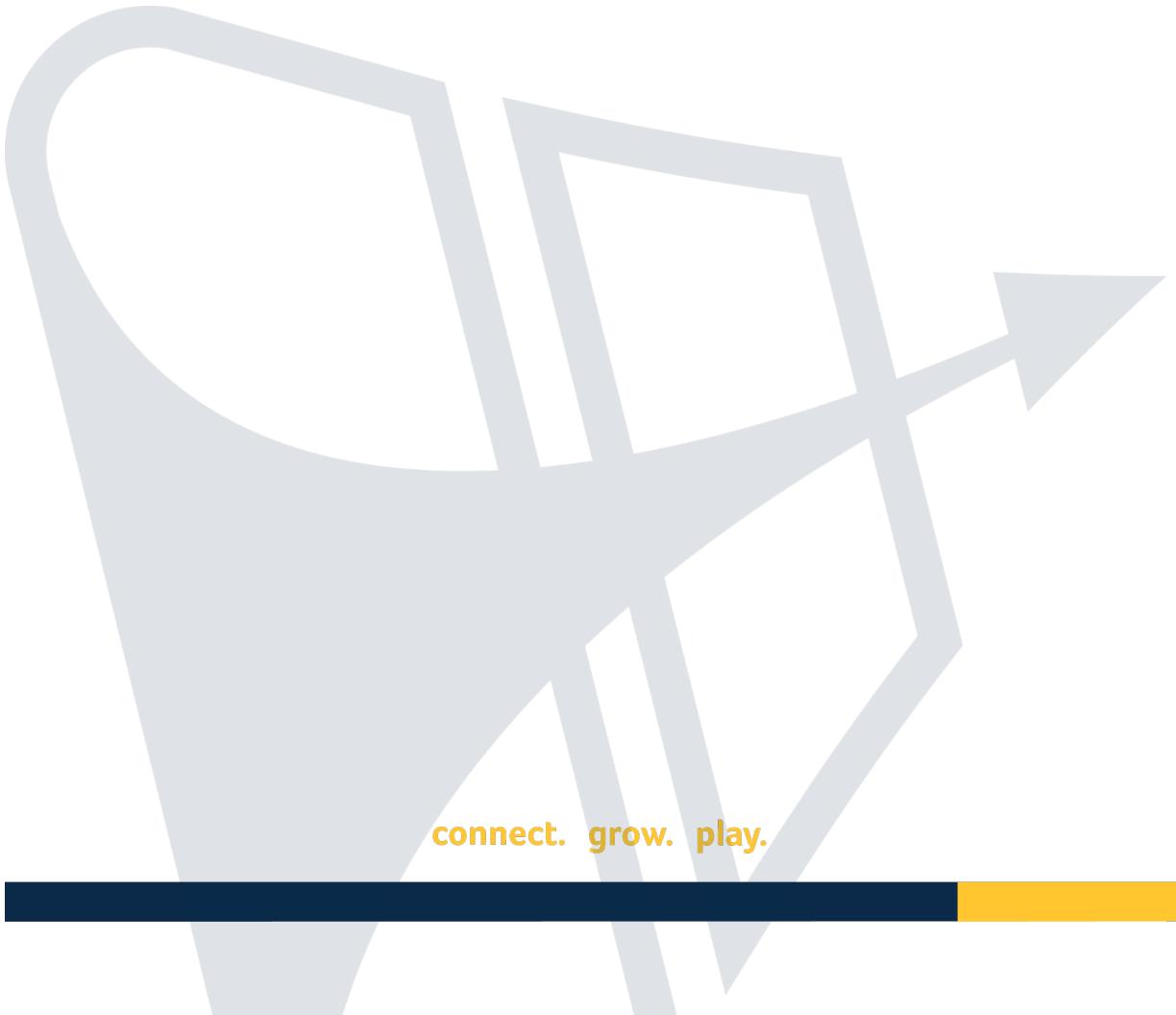
Signature

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Date

**To apply:**

Please submit a resume and cover letter with 3 professional references via email to the attention of Debra Teufel at [debrat@hutchchamber.com](mailto:debrat@hutchchamber.com) or in person or mail to:  
Hutchinson/Reno County Chamber of Commerce  
117 North Walnut, P.O. Box 519  
Hutchinson, KS 67504



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