



## BUSINESS RETENTION, EXPANSION & RECRUITMENT SPECIALIST

The Business Retention & Expansion (BR&E) Specialist serves as the DCOS's primary liaison for business retention, expansion, & recruitment and workforce matters, new technologies, and services. The successful candidate will work with internal and external stakeholders to coordinate strategic educational and training initiatives and innovations to provide high-quality, cost-effective, sustainable programs that accommodate the workforce needs. The BR&E Specialist will also research and facilitate expansion opportunities of major businesses within Snyder as well as implement a successful recruiting and lead nurturing strategy for businesses looking to expand or relocate to Snyder.

The BR&E Specialist performs the included duties, but is not limited to those listed:

- a. Participate in collaborative workforce development initiatives including frequent meetings with employers and educational facilities to assist in connecting training programs with industry. (Including but not limited to the following partners: Snyder ISD, WTC, & College on the Square through Roundtables, Task Forces etc.)
- b. Oversee creation and maintenance of an online database featuring area businesses in Snyder along with current managers and key players.
- c. Identify and assist companies with expansion plans and those at risk of possible closures or downsizing.
- d. Work with local partners such as WTC College on the Square, Texas Workforce Commission, Small Business Development Centers, Council of Governments, and private training providers to provide business workforce education, training, technology, and solutions to the region's primary companies.
- e. Cultivate relationships with site selectors, corporate executives, and real estate brokers to generate prospect leads.
- f. Maintain a lead nurturing strategy for successfully recruiting businesses looking to relocate and expand to Snyder.
- g. Educate employers, business/community leaders, school districts, and community about DCOS programs & partnerships through roundtables, task forces, one on one meetings, networking events, & group presentations.
- h. Assist, attend, and present at various organization meetings and training including but not limited to TEDC, High Ground of Texas, Texas Workforce Solutions, Council of Governments, City of Snyder and Scurry County. Working with local county and city officials for retention and expansion of existing businesses and recruitment of new businesses.

- i. Development and implementation of events, forums, and programs to address identified needs of the business community.
- j. Collect, compile, and analyze data regarding economic conditions and projects.
- k. Respond to inquiries from City staff, developers, prospective businesses, and the public; determine focus/needs of inquiries and respond as specifically as possible; make referrals and/or introductions as appropriate.
- l. Cultivate and maintain effective relationships with residents, and individuals at all levels of government.
- m. Document contacts and activities and provide weekly, monthly quarterly, and annual reporting for the Board meetings and the annual plan of work preparation.

Our Ideal Candidate:

The ideal candidate will possess experience, knowledge, and skills in the following areas:

- a. Experience building and fostering meaningful business relationships
- b. Excellent communication skills with the ability to articulate big ideas, sell a vision and influence others, and convey how to execute it.
- c. Knowledge of Snyder, its assets, programs, & features
- d. Experience in documentation using various tools including QuickBooks, Microsoft Office, & Google Workspace

Salary Range: DOE