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## ABOUT THE SPRINGDALE CHAMBER

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The Springdale Chamber of Commerce is the region's principal business-driven leadership organization, dedicated to fostering economic growth, supporting a thriving business community, and enhancing the quality of life for every resident. Beyond its core Chamber mission, the organization serves as the official economic developer for the City of Springdale and the Springdale Public Facilities Board — making this a uniquely impactful role at the intersection of private enterprise and public service.

Springdale is one of the fastest-growing and most dynamic communities in Northwest Arkansas, positioned for significant investment, job creation, and long-term economic expansion. At this pivotal moment, the Director of Economic Development plays a critical role in shaping the city's future — advancing strategic initiatives, supporting existing employers, and attracting new business and capital investment. Working in close partnership with the President & CEO and regional stakeholders, this position helps ensure Springdale remains competitive, resilient, and well-positioned for sustained economic success.

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## POSITION SUMMARY

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The Springdale Chamber is seeking a high-performing economic development professional to serve as Director of Economic Development, a key leadership position responsible for executing strategies that drive business investment, job creation, and long-term economic vitality in Springdale.

Working in close partnership with the President & CEO, the Director plays a central role in advancing priority projects, managing business recruitment and expansion efforts, and delivering results that strengthen the community's competitive position.

The ideal candidate is a strategic thinker and skilled relationship-builder who brings energy, discretion, and a genuine passion for community growth. This is a high-visibility role that demands both polished executive presence and a hands-on, results-oriented work ethic.

The Chamber serves as the contracted economic development organization for the City of Springdale and the Springdale Public Facilities Board. In this capacity, the Director is instrumental in implementing strategy, managing partner relationships, and ensuring the successful execution of projects at the local, regional, and national levels.

This role is ideal for a strategic, relationship-driven professional who is equally comfortable managing complex projects, engaging C-suite executives, and representing a community on a competitive stage.

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## REPORTING STRUCTURE

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**Reports to:** President & CEO

**Works Closely With:** President & CEO on all major economic development strategy, prospect engagement, and project advancement

**Collaborates with:** Director of Communications; Chamber Leadership Team; Public and Private Sector Partners

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## CORE RESPONSIBILITIES

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### Strategy Execution & Project Leadership

- ▶ Partner with the President & CEO to implement Springdale's economic development strategy, advancing high-impact projects and initiatives.
- ▶ Lead day-to-day management of economic development activities, ensuring alignment with strategic priorities and performance expectations.
- ▶ Track, manage, and advance active projects, maintaining momentum and accountability across multiple stakeholders.

## **Business Recruitment & Investment Attraction**

- ▶ Execute targeted business recruitment efforts, supporting the attraction of new employers and capital investment to Springdale.
- ▶ Serve as a primary project manager for site selection inquiries, including the preparation of competitive, data-driven proposals and responses to RFPs.
- ▶ Cultivate and maintain relationships with national site selectors, consultants, and corporate decision-makers.
- ▶ Coordinate and support prospect visits, ensuring a highly professional and compelling community presentation.

## **Business Retention & Expansion (BRE)**

- ▶ Lead the Chamber's BRE program, proactively engaging existing employers to support retention, identify expansion opportunities, and address business needs.
- ▶ Maintain regular, strategic contact with key industries and employers to strengthen long-term relationships and community alignment.

## **Partnerships & Stakeholder Engagement**

- ▶ Serve as a key liaison to local, regional, and state partners, including economic development organizations, utilities, municipalities, and the brokerage community.
- ▶ Build strong, trusted relationships with business leaders, elected officials, and institutional partners to advance shared economic goals.
- ▶ Represent Springdale in regional and statewide economic development initiatives and collaborations.

## **Incentives, Deal Structuring & Contract Management**

- ▶ Support the development and execution of competitive incentive packages and public-private partnerships.
- ▶ Provide analysis and guidance on the strategic use of local, state, and regional incentives.
- ▶ Manage and administer contractual obligations with the City of Springdale and the Springdale Public Facilities Board, ensuring performance, compliance, and strong partner communication.

## **Marketing, Positioning & Reporting**

- ▶ Collaborate with the Director of Communications to position Springdale effectively in the marketplace through targeted messaging, collateral, and digital content.
- ▶ Develop high-quality presentations, proposals, and briefing materials for executive audiences and prospect engagements.
- ▶ Maintain disciplined reporting practices, including activity tracking, pipeline management, and regular performance updates.

## **QUALIFICATIONS & COMPETENCIES**

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- ▶ Bachelor's degree in business, economics, public administration, or a related field.
- ▶ Proven ability to manage complex, multi-stakeholder projects with discretion and professionalism.
- ▶ Exceptional communication and presentation skills, with the ability to engage executive-level audiences.
- ▶ Highly relational, with a track record of building trust and credibility across business and government sectors.
- ▶ Self-directed, results-oriented, and capable of managing multiple priorities in a fast-paced environment.
- ▶ Strong analytical and problem-solving skills, with attention to detail and follow-through.
- ▶ Proficiency in Microsoft Office Suite and CRM/database systems.
- ▶ Familiarity with the Northwest Arkansas region and its economic drivers is strongly preferred.
- ▶ Valid driver's license and ability to travel as needed.

## **COMPENSATION & BENEFITS**

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- ▶ Competitive, market-based compensation commensurate with experience
- ▶ Comprehensive benefits package including medical insurance, paid time off, and holidays

## **APPLICATION**

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Send a cover letter and resume to: [careers@chamber.springdale.com](mailto:careers@chamber.springdale.com)