

Title: Business Retention Specialist  
Reports to: Executive Director  
Salary Range: \$29,000 - \$33,000  
Announced: June 26, 2009  
Closing: Accepting applications until position filled

General Description:

The Business Retention & Expansion Coordinator will coordinate workforce services with local economic development efforts to support and retain local employers. This position works in concert with local economic development organizations and will oversee the business retention team to retain and expand area businesses. The Business Retention & Expansion (BRE) Coordinator will continue to translate specific workforce needs to the local workforce system, and work with other stakeholders in the workforce system to help to marshal resources and/or programs to assist target employers with workforce needs. Results will focus upon the retention of businesses and the utilization of the local public workforce system to meet workforce requirements. The BRE Coordinator will report directly to the Executive Director. In addition, the BRE Coordinator will keep the Northeast Missouri Workforce Investment Board (NEMO WIB) informed of the program reporting to them on a quarterly basis.

Duties and Responsibilities:

- Works with local economic development organizations through a team approach to execute a coordinated and customer-friendly business retention and expansion program that meets the economic development and workforce needs of incumbent businesses in the region.
- Calls on local businesses referred to the BRE Coordinator by Early Warning Team members, career center staff, WIB staff, economic developers, and other individuals, to discuss workforce needs and services and solutions offered and developed by the Business Retention Coordinator and the public workforce system.
- Provides follow-up services to businesses identified through the Early Warning Network efforts, resulting in positive outcomes in the form of programming and workforce system proposals.
- Makes targeted business outreach calls coordinating with DWD Business Representatives and the NEMO WIB Rapid Response Program Coordinator to educate and inform existing businesses about Missouri Career Centers and workforce services offered by the public workforce system.
- Calls on local businesses not already represented by a partnering entity to identify economic development issues and workforce development needs.
- Provides assistance in accessing workforce tools, i.e. on-the-job training, customized training, or other workforce training programs.

- Helps package economic development workforce incentive programs (for layoff aversion and retention) to be presented to State, Federal or local funding regulatory agencies.
- Coordinates and attends Early Warning Network Team meetings when needed.
- Facilitates local forums, focus groups, and/or listening sessions, in conjunction with Early Warning Network members solicit input from employers in each partner's respective jurisdiction regarding their business retention needs.
- Coordinates regional seminars or programs based on the results of company calls and trends that emerge to address issues or needs common to multiple companies.
- Provides monitoring and follow-up services on referrals from business retention members.
- Implement job retention strategies to establish an early warning system to identify and track business and industrial sectors that may be in trouble, or that would benefit from early business retention and expansion program assistance.
- Assist with securing diversified funding to support business retention and expansion efforts and the NEMO WIB strategic agenda.

**Minimum Qualifications:**

Prefer Undergraduate degree in community development, economic development, business administration or related field, or two years experience in the fields of community organization, business, personal or public administration, management/sales or related field of work; Strong written and oral communications skills; Ability to handle sensitive and confidential information in a responsible manner; Willingness to travel and attend night/overnight meetings; Experience in workforce development and/or administration of publicly funded programs and demonstrated grant writing skills desirable.

Interested applicants should submit a current resume with a cover letter describing their qualifications for the position. Include names, affiliations, and contact information of four references.

**Submit information to:**

Mark Fuqua, Director  
NEMO Workforce Investment Board  
111 E Monroe Street, Paris, MO 65275  
(660) 327-5125

[www.nemowib.org](http://www.nemowib.org)