



Title: Economic Growth Manager

Type: Full-time Employee

Reports To: Vice President, Economic Growth

The Economic Growth team of the Greater Boston Chamber of Commerce is looking for an outstanding project manager who will handle a broad portfolio of initiatives related to growing the regional economy.

The Economic Growth Manager will develop strategies or provide support across the following departmental priorities:

- Ensuring the next generation of talent stays and thrives in Greater Boston, mainly through [City Awake](#), which is a program of the Chamber
- Developing and managing relationships with key organizations regionally, nationally and internationally (read more about our trip to [Austin](#))
- Growing the innovation economy in Greater Boston
- Increasing racial equity in the private sector (learn more about recently launched initiative [Pacesetters](#))

S/he will be a detail-oriented and entrepreneurial project manager who will execute some of the largest, most complicated events hosted by the Chamber. This includes multi-day visits to different cities (City to City) and large convenings (Our Convention).

S/he will be a creative strategic thinker who will work alongside the Vice President of Economic Growth to identify and pursue new opportunities in growing the already robust innovation economy in Greater Boston.

In addition, the Economic Growth Manager will be a trusted and proactive relationship builder. S/he will represent the organization to a broad spectrum of stakeholders from executives to emerging leaders.

Role and Responsibilities

- Lead strategic development and logistical execution of City to City – a signature program of the Chamber – where Boston leaders visit different regions to learn best practices for their organizations and the broader community
- Oversee the execution of Our Convention – the largest civic gathering for the next generation of leaders in Greater Boston – including leading content development and managing vendor relationships
- Identify and coordinate with external partners related to program development and program logistics, often while managing multiple projects and relationship sets



- Develop strategy and manage relationships in how the Chamber can support and lead efforts in growing the innovation economy
- Manage regional, national and international partnerships with organizations – Chambers, economic development organizations, consulates – looking to learn more about Greater Boston
- Support as needed with other key City Awake events in coordination with the City Awake Program Manager
- Support as needed with departmental initiatives focused on increasing racial equity in the private sector in coordination with the Director of Economic Opportunity
- Support as needed with the Programs team on select Chamber events
- Conduct outreach to Chamber members to encourage participation in programs
- Represent the Chamber in meetings related to economic growth topics and be able to facilitate conversation on areas of importance to the Chamber
- Working collaboratively with the VP of Economic Growth to handle additional projects related to economic growth

Qualifications

- 3-7 years of experience in project management experience with a track of success in coordinating large-scale events
- Demonstrated interest in growing the regional economy specifically on preferred topics related to the innovation economy, millennial engagement and racial equity in the private sector
- Previous success in building partnerships with a diverse set of stakeholders such as corporate executives, entrepreneurs and emerging leaders
- Excellent communication skills, both written and verbal
- Ability to multitask and focus on multiple projects across a wide portfolio of responsibilities
- Demonstrated capability to work independently and take decisive action when working under tight time constraints
- Willingness to “hit the ground running” and take part in a rapid onboarding process

Next Steps

Email cover letter and resume to jkang@bostonchamber.com