



Organization Background

Founded in 1927, Greater Lafayette Commerce (GLC) is a trusted leader in uniting business, government, education and community efforts to strengthen the region. GLC serves as both the chamber of commerce and leads nonprofit economic development for Lafayette, West Lafayette, and Tippecanoe County. With a staff of 13, GLC delivers a wide range of programming – from business advocacy and workforce development to investment attraction and regional marketing.

As the region experiences continued growth and investment, GLC is expanding its focus on business retention and expansion – ensuring current employers have a trusted, responsive partner as they navigate growth, workforce needs, infrastructure challenges, and public sector processes.

Position Summary

The Business Retention and Expansion (BRE) Manager is an execution-focused role supporting the growth and stability of existing employers across the Greater Lafayette region. Success depends on strong organization, disciplined follow-through, and the ability to move priorities from discussion to completion. The BRE Director is a dependable operator who keeps commitments, coordinates solutions, and ensures employer needs are addressed efficiently and consistently.

This role is well suited to an early- to mid-career professional who enjoys managing details and seeing projects through. The BRE Director supports employer expansions, advances implementation steps, and ensures tax incentives and abatements are administered accurately and on schedule, building credibility through reliability and responsiveness.

Reporting to the Vice President of Economic Development, the BRE Director works closely with the Workforce Development Director, local governments, and state partners to advance retention and expansion efforts. The position offers meaningful exposure to major employers and hands-on experience in day-to-day economic development operations while contributing to the region's long-term success.

Why This Role is a Great Fit

This role is well suited for someone who:

- Can identify and surface employer needs, risks, and opportunities to leadership.
- Enjoys being the reliable point of contact others trust.
- Likes juggling multiple priorities while keeping details straight.
- Finds satisfaction in helping organizations succeed behind the scenes.
- Values teamwork, service and follow-through.
- Wants to be deeply connected to the business community.

Key Responsibilities

Business Retention & Employer Engagement

- Identify opportunities for local expansion, reinvestment, or additional support and coordinate required actions internally and with partners.
- Execute Greater Lafayette Commerce's business retention and expansion efforts by ensuring consistent follow-through, responsiveness, and issue resolution for existing employers.
- Conduct regular business visits, check-ins, and follow-ups to surface employer needs, risks, and opportunities, and elevate them to leadership with clear next steps.
- Collaborate with marketing to deliver timely, accurate information to existing and prospective employers as needed.
- Maintain and update the community's economic development portal, ensuring investment-ready site and building data is accurate and current.

Expansion Projects, Incentives & Abatements

- Support business expansion projects in coordination with the Vice President of Economic Development, ensuring tasks advance on schedule and commitments are met.
- Administer, track, and coordinate local, state, and federal tax incentives, grants, and abatements in partnership with city, county, and state stakeholders.
- Ensure compliance, reporting, documentation, and follow-through related to all incentive agreements.
- Compile incentive information, expansion materials, and supporting documentation for local and state proposals.
- Maintain organized incentive files, timelines, and tracking to support audits, reporting, and leadership decision-making.
- Support incentive negotiations and approval processes led by senior leadership.

Workforce & Partner Coordination

- Work closely with the Workforce Development Director to connect employers with workforce programs, training opportunities, and education partners.
- Coordinate with local governments, utilities, and state agencies to address employer needs, resolve issues, and advance retention and expansion activities.

Data, Tracking & Continuous Improvement

- Track business visits, employer issues, action items, and outcomes using CRM and internal systems.
- Maintain clear records and summaries that support leadership reporting and informed decision-making.
- Collect and track relevant economic, workforce, and employer data.
- Identify trends, risks, or recurring challenges and surface insights to the Vice President of Economic Development.
- Contribute practical recommendations that strengthen retention and expansion processes over time.

The Ideal Candidate

This role is designed for someone who is organized, personable, dependable, and trusted to handle confidential information with care. The ideal candidate will bring:

- A bachelor's degree in business, public administration, economics, planning or related field.
- A minimum of 2 years' experience in economic development, workforce development, government, account management, project coordination, or a similar role.
- Ability to meet deadlines, work under pressure at times in a fast-moving environment.
- Strong analytical and research skills.
- Ability to maintain confidentiality as well as be sensitive to professional ethics and culture diversities – treating all people equally and respectfully.

- A professional, responsive communicator who works effectively with employers and internal partners in a collaborative, team-oriented environment.
- Proficiency with Microsoft Office, Excel and comfort learning CRM and data systems.
- Willingness to travel as needed; regionally, domestically and occasionally, internationally.
- Experience with incentives, abatements and/or public-sector processes is helpful but not required.
- All other duties as assigned.

Work Culture

GLC offers a collaborative, mission-driven environment where team members support one another and work closely with community leaders and employers. This role involves meaningful responsibility, steady interaction with partners, and clear opportunities to grow professionally through experience and trust.

References and Background Check

Candidates will undergo a background and reference check. Once strong mutual interest is established, applicants will be asked to provide a list of references. If an offer is extended prior to the completion of these checks, it will be contingent upon their satisfactory completion.

All inquiries and applications will be handled confidentially.

How to Apply

Interested candidates should submit a resume and brief statement of interest describing their interest in economic development and working with local employers

Brooklyn Burton

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Greater Lafayette Commerce

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Job Type: Full-time

Work Location: In person

Benefits:

- 401(k)
- Dental insurance
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance

Greater Lafayette Commerce is an Equal Opportunity Employer

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