



## Greater Lafayette Commerce

**Job Title:** Business Retention & Expansion (BRE) Director

**Reports to:** Vice President of Economic Development

**Department:** Economic Development

**FLSA Status:** Exempt

**Job Type:** Full Time

### Organizational 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 the lead nonprofit economic development organization 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 & Expansion (BRE) Director is a highly visible, relationship-centered role responsible for supporting the growth and success of existing employers across the Greater Lafayette region.

This position is ideal for an early- to mid-career professional who enjoys working with people, managing details and following projects through to completion. The BRE Director builds trusted relationships with employers, coordinates expansion efforts and ensures tax incentives and abatements are administered accurately and smoothly.

Reporting to the Vice President of Economic Development, the BRE Director works closely with the Workforce Development Director, local governments and state partners. This role offers exceptional exposure to major employers, community leaders and economic development strategy.

### Why This Role Is a Great Fit

This role is well suited for someone who:

- 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.
- Is motivated by having ownership of high impact projects and making a meaningful difference.

If you're the type of person who likes to say "*I've got it handled*"—and mean it—this role will feel energizing.

### Key Responsibilities

#### Business Retention & Employer Engagement

- Serve as a primary point of contact for GLC's business retention and expansion efforts.
- Build strong, ongoing relationships with existing employers across key industries as well as relationships with local, regional and state leadership, higher education, site selectors, commercial real estate brokers and other key stakeholders.
- Conduct regular business visits, check-ins and follow-ups to understand employer needs.
- Identify opportunities for local expansion, investment or additional support.
- Collaborate with marketing to deliver essential information to prospective and existing companies.



- Ensure employers experience GLC as a trusted partner to their organization.
- Own and manage key stakeholder meetings as assigned, such as the monthly mayors and commissioners meeting.
- Oversee the community's economic development portal, maintaining investment-ready site and building data that supports site selectors and companies evaluating the Greater Lafayette region.
- Execute all other duties as assigned.

#### **Expansion Projects, Incentives & Abatements**

- Support business expansion projects in coordination with the Vice President of Economic Development.
- Administer, track and coordinate local, state, federal tax incentives, grants and abatements, working closely with city and county partners.
- Ensure compliance, reporting and follow-through related to incentive agreements.
- Help compile local and state incentive information and expansion proposals.
- Maintain accurate documentation and timelines for all incentive-related activities.

#### **Workforce & Partner Coordination**

- Partner 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.
- Help ensure smooth communication across multiple stakeholders.

#### **Data, Tracking & Continuous Improvement**

- Track business visits, issues and outcomes using CRM and internal systems.
- Maintain organized records and summaries that support reporting and decision-making.
- Collect and track relevant economic and workforce data.
- Surface trends, risks or recurring challenges to the VP of Economic Development.
- Contribute insights that improve GLC's retention and expansion efforts 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.
- Strong attention to detail, organization and comfort managing multiple tasks at once.
- 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 responsive, customer-service mindset and professional, friendly communication style.
- Comfortability meeting new people and building key relationships.
- A collaborative, team-oriented approach.



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- Proficiency with Microsoft Office 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.

#### **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.

#### **Mikel Berger**

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*Greater Lafayette Commerce is an equal opportunity employer.*