



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

*(with Administrative Support Responsibilities)*

**Organization:** Chatham County Economic Development Corporation

**Location:** Pittsboro, North Carolina

**Reports To:** President

### **Position Overview**

The Chatham County Economic Development Corporation (CEDC) is seeking an organized, motivated, and community-oriented professional to serve as an entry-level Business Retention & Expansion (BRE) Coordinator with occasional administrative support responsibilities.

This position supports Chatham County's existing industries and business community during a period of significant economic growth, infrastructure investment, and development activity. The role assists with company outreach, business engagement, research, and organizational operations in a fast-paced public-private economic development environment.

The ideal candidate is interested in building a career in economic development, business relations, local government, or community development and is comfortable balancing external relationship-building with internal organizational support.

### **Key Responsibilities**

#### **Business Retention & Expansion (Primary Focus)**

- Assist with outreach to existing industries and local employers
- Schedule and participate in BRE visits and follow-up meetings
- Help identify business concerns and opportunities related to:
  - Workforce
  - Infrastructure
  - Expansion needs
  - Permitting and development issues
- Maintain accurate records of company visits and communications
- Support preparation of BRE reports and project updates
- Coordinate with local, regional, and state partners to assist businesses

#### **Research & Project Support**

- Conduct research on demographics, workforce, business trends, and industrial properties
- Assist with project tracking and data management
- Support preparation of presentations and marketing materials
- Help coordinate events, meetings, and business engagement activities

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### **Administrative Support (Occasional)**

- Assist with scheduling, meeting preparation, and office coordination
- Support board and committee meetings with agendas and materials
- Maintain CRM and contact databases
- Provide occasional support for investor tracking and organizational communications
- Assist leadership with special projects as needed

### **Qualifications**

#### **Required**

- Bachelor's degree in business, economics, communications, political science, public administration, or related field
- Strong communication and organizational skills
- Ability to manage multiple assignments and meet deadlines
- Professional demeanor and strong interpersonal skills
- Proficiency in Microsoft Office

#### **Preferred**

- Internship or work experience in:
  - Economic development
  - Local government
  - Business services
  - Real estate
  - Community development
- Familiarity with Chatham County or central North Carolina
- Experience with CRM systems, databases, or project tracking tools

#### **Desired Characteristics**

- Positive attitude and willingness to learn
- Comfortable interacting with business leaders and community stakeholders
- Strong attention to detail
- Self-starter who works well in a small team environment
- Ability to handle sensitive information professionally



**Benefits Include:**

- Paid Health insurance
- SEP Retirement contribution
- Paid holidays and PTO
- Professional development and training opportunities
- Laptop and cell phone

**Why This Position Matters**

Existing businesses are the foundation of Chatham County's economy. This position helps support local employers, strengthen relationships, and improve organizational effectiveness during a period of transformational growth and investment activity across the county.

This role offers an excellent opportunity to gain hands-on experience in public-private economic development and grow into future leadership opportunities within the profession.

**How to Apply**

Submit resume and cover letter to Jace Cox by June 30, 2026. Please include salary expectations.

[jace.cox@chathamcountync.gov](mailto:jace.cox@chathamcountync.gov)