

South Willamette Economic Development Corporation Director Position Description

Position Overview

The South Willamette EDC, a 501(c)3 non-profit organization, is searching for a dynamic professional to lead economic development efforts in Lane County, Oregon. The director primarily is responsible for business recruitment and expansion, and collaborates with business and governmental partners to identify, prioritize, and implement strategies to help achieve a vibrant and thriving economy.

Among many qualities, the position requires strong leadership, communication, and interpersonal skills. Initially, the director will be the sole employee, co-located with a related economic development organization. This position is ideal for a collaborative, self-starting individual, with an entrepreneurial attitude and desire to grow with the organization as it expands its resource base and capacity to serve the region.

Major Roles and Responsibilities

The Director will report to the South Willamette EDC Board of Directors and will work closely with its Executive Committee, private sector businesses, and chamber, city and county economic development professionals to:

- Market, promote, and raise awareness of Lane County as a location of choice in the minds of company decision-makers, site selectors, real estate brokers, and other key influencers.
- Recruit traded-sector companies, respond to prospect leads from State and other entities, develop and maintain relationships with clients considering expansion/relocation to the region, and assist local businesses to expand, with a goal of creating quality family wage jobs.
- Work with Biz Oregon and real estate brokers to update and maintain Oregon Prospector, a property database of available commercial and industrial properties.
- Foster relationships and closely collaborate with regional economic development partners to leverage resources and create synergies that result in effective service to local employers and business recruitment prospects. Connect companies to workforce, technology, entrepreneurship, regulatory, investment, and related resources.
- Develop, track, and report on metrics and goals set by the board. Related to the goals, communicate the organization's activity more broadly and celebrate success.
- Serve as a resource on economic development issues to City, County, and State officials.
- Create and oversee the annual budget, and other duties as directed by the Board.

Education and Experience

Candidates must have a bachelor's degree or higher from an accredited four-year college or university, or equivalent experience, plus at least three years progressive experience in economic development. If applicable, candidates should include other relevant factors such as professional certifications and work experience with site selection consultants, experience working with non-profit or governmental entities, fund raising, and/or international business.

Position involves driving and travel; must have driver's license and excellent driving record.

Compensation

The compensation range is \$75-95,000, depending on qualifications and experience, plus benefits. For consideration, submit a cover letter, resume, and salary history to the South Willamette EDC, P.O. Box 10398, Eugene, OR 97440 or to DaveH@EugeneChamber.com. Questions may be directed to Dave Hauser, President South Willamette EDC, and President & CEO Eugene Chamber of Commerce, at 541-484-1314 or DaveH@eugenechamber.com.

Consideration of applications will begin June 24, 2016, and the position will remain open until filled.