

# **Job Posting: Executive Director, South Coast Development Council, Inc.**

South Coast Development Council, Inc., a non-profit organization fostering communication, collaboration, and partnership among various public and private entities on Oregon's South Coast, is seeking an experienced, dynamic, and motivated individual to fill the position of Executive Director.

The primary responsibility of the Executive Director is to facilitate and promote organized economic growth to improve the quality of life and create jobs through innovative and conventional programs.

## **Key Responsibilities:**

- \* Administer and manage SCDC
- \* Develop short and long-term strategies with the SCDC board and partners
- \* Oversee financial management and budgeting
- \* Liaise with local, state, and federal allies
- \* Research, assess, and report on existing economic/business opportunities
- \* Continue and expand the Business Retention and Expansion Program (BREP)
- \* Partner with South Coast Chambers of Commerce and area visitor bureaus to promote regional tourism
- \* Maintain a comprehensive and updated database and web presence to provide crucial information
- \* Seek and apply for grants that promote the regional economy
- \* Actively participate in various economic development conferences, workshops, and seminars

## **Qualifications:**

- \* Bachelor's degree in Business, Economics, Public Administration, or Political Science
- \* Extensive experience in business, economic development, or local government
- \* Solid understanding of business practices, accounting, marketing, and general business operations
- \* Excellent negotiation, presentation, and communication skills
- \* Familiarity with internet searches, email, and Microsoft Office Suite
- \* An acceptable driving record and Oregon driver's license or ability to obtain one

## **Preferred Qualifications:**

- \* Master's Degree in a related field
- \* Certified Economic Developer (CEcD) or Economic Development Finance Professional (EDFP) designation or ability to earn within 24 months
- \* Two+ years of experience in a sales or marketing environment
- \* Two+ years of experience owning or managing a successful business or non-profit organization

## **Salary and Benefits:**

The salary range for this position is \$75,000 - \$95,000, depending on experience and qualifications. Benefits include assistance with health insurance, limited 401K match, auto mileage reimbursement, and professional organization memberships and conference attendance, as provided in the organizational budget.

All applicants must successfully pass a background check process, including reference checks, credit history check, education verification, and driving record check.

Applications will be reviewed beginning September 27, 2023, and will be accepted until the position is filled.

The South Coast Development Council is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973.

Qualified Candidates are encouraged to apply by submitting a resume and cover letter detailing relevant experience to SCDC, Inc., Attention: Board Chair, Box B, 835 California Ave., North Bend, OR 97459 or [dmilliron@northbendcity.org](mailto:dmilliron@northbendcity.org)

This is an exciting opportunity to impact the South Coast's economy significantly. We look forward to hearing from you!