



JOB DESCRIPTION

Job Title:	Executive Director
Salary Range:	\$75,000 to \$95,000 Annually, DOQ/DOE
FLSA:	Exempt
Reports To:	Chairman, Executive Committee, Board Members

About the Position:

This position provides the administrative and management function of the South Coast Development Council (SCDC). Primary focus areas include implementing the SCDC strategic plan (goals and objectives) and partnering with the SCDC Board, cities, counties, port districts, and the public on Oregon's South Coast. Implement the fundamental mission of the SCDC and provide data to measure the success of these directives:

- Continue and Expand the Business Retention and Expansion program to assist existing viable and sustainable businesses expand and grow and promote new start-up businesses through entrepreneurial development.
- Bring new viable and sustainable businesses and jobs to Oregon's South Coast.

Essential Functions and Responsibilities:

The Executive Director will facilitate, lead, and promote organized economic growth to improve the quality of life and protect and create jobs through innovative and conventional programs. The ideal candidate will work closely with state and federal agencies and organizations that provide assistance and/or incentives for business development. Examples of work will include but not be limited to:

- Administer and manage SCDC.
- Plan immediate and long-range strategies in conjunction with the SCDC board and partners.
- Manage the finances and budget of the SCDC.
- Serve as a liaison to local, state, and federal allies.

- Research, assess, and report on existing economic/business opportunities, unemployment, new businesses, business expansions, and commercial activity.
- Continue the Business Retention and Expansion Program (BREP).
- Partner with the South Coast Chambers of Commerce and area visitor bureaus to promote, market, and facilitate regional tourism.
- Work with prospects regarding site location assistance, incentives, and deal negotiations.
- Work with local government leaders and other organizations to support economic development planned or desired.
- Maintain responsibility, accountability, and authority for SCDC's economic development efforts.
- Seek and submit for all potential grants that might promote the region's economy.
- Actively participate in various economic development conferences, workshops, and seminars.
- Maintain a comprehensive and updated database and web presence to provide information on real estate, demographic, labor force, and community services.
- Perform other duties and tasks as assigned by the Board of Directors.

Essential Requirements:

Required Knowledge, Experience, Training, and Abilities:

Bachelor's Degree in Business, Economics, Public Administration, or Political Science; or sufficient experience in business, economic development, or related activities to demonstrate a solid background in economic development; or extensive experience with local government, non-profit organizations, or non-governmental organizations (NGO's) to demonstrate the readiness and proficiency necessary to be a successful Economic Development Professional.

This includes knowledge of generally accepted business practices and organizational structures, marketing, general business operations for business or non-profit organizations of all sizes and structures, and the ability to locate and analyze economic and financial data effectively.

Ability to establish and develop community, government, and business relationships; effectively negotiate with businesses, government, and other organizations. Confidently present information to a broad audience at all levels. Understand new information and methods related to economic development; quickly master and utilize economic development information to support the needs of organizations and individuals; display an attitude of cooperation; and work harmoniously with all levels of economic development partners. Communicate effectively in the English language (oral and written) at a level necessary for efficient job performance.

A dynamic, motivated person willing to immerse himself/herself in the area economy and proactively lead economic development endeavors.

Individuals must be capable of operating vehicles safely and have an acceptable driving record and possess or be able to attain an Oregon driver's license.

Computer Skills

Knowledge of and ability to perform internet searches and use email and traditional Microsoft Office programs; experience with accounting software

Preferred Knowledge, Experience, and Training

- Master's Degree in Business, Economics, Public Administration, or 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.
- Background in accounting or statistics.

Special Requirements

All applicants must be able to successfully pass a background check process, including reference checks and criminal history background.

Applicants must be able to pass or have:

- Credit History Check
- Driving Record Check
- Education Verification

Working Conditions:

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Efforts

While performing the duties of this job, the employee is rarely lifting/carrying up to 25 lbs., and is rarely pushing/pulling up to 25 lbs. Work includes the sensory ability to talk and hear. Work in this position also includes close vision. Employees will sit, stand, and walk. Position requires hand/finger dexterity.

Working Environment

The work environment will include inside conditions and outdoor weather conditions. Employee will also drive a personal vehicle as part of this position.

Compensation and Benefits:

Salary Range: \$75,000 - \$95,000 annually, depending on qualifications and experience.

Assistance paying for health insurance for the employee. Limited 401K match. Auto Mileage reimbursement. Professional organization memberships and conference attendance are paid as may be provided in the organizational budget.

Guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.

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