

TITLE: BEND AREA DIRECTOR

PURPOSE OF POSITION:

To execute the plans and programs of business retention/expansion and recruitment for projects, and assist in creating or retaining key employment primarily within the greater Bend area. The Bend Area Director must be familiar with all goals and activities necessary in order to effectively contact, communicate with, and assist in meaningful ways existing primary employers in the Bend area as well as assist Economic Development for Central Oregon (EDCO) and local leaders with attracting new primary employers to the community. Additionally, this position is directly responsible for working with the City of Bend (The Bend Economic Development Advisory Board (BEDAB), City of Bend's Economic Development Dept., the Bend Business Advocate and City leadership) and other community leaders to assist in projects, initiatives and activities that directly or indirectly make the community an easier, more cost effective and friendlier place in which to do business. The Bend Area Director will also manage relationships with board partners, clients and the public. The ability to work with a broad cross section of individuals, maintain professional confidentiality and a very high ethical standard is essential to this position.

DESCRIPTION of DUTIES and RESPONSIBILITIES:

- Coordinate the business development program primarily in Bend (including nearby unincorporated areas and the Bend Airport) including contact with business owners/managers, follow-up calls, client visits, correspondence, information requests, research, and proposals.
- As prospective clients inquire, qualify and recruit them by serving as a facilitator between client and other economic development entities, arranging meetings as required with banks, educational institutions or any other economic development organizations (Business Oregon, the Small Business Development Center, Opportunity Knocks, etc.), encouraging clients to visit and arrange tours/meetings as required, and working with clients as needed from beginning to end.
- Assemble committees, taskforces and workgroups as needed--comprising key leaders from various sectors for both business development and strategic projects--to assist key economic development efforts.
- Coordinate, collaborate and communicate with other local, regional and state business development organizations. Refer clients to other organizations or agencies whenever possible and appropriate.
- Maintain client management computer database for all Bend primary employers, leads and pending projects for firms specifically interested in Bend. Maintain a business client file system (hard copy).
- Assist with publications including the *Bend Profile* and/or other marketing or informational materials pertinent to the program.
- Generate activity reports for EDCO and BEDAB on a monthly, quarterly and annual basis.

- Assist with administration of the Deschutes County Economic Development Fund. Seek out potential applicants, schedule due diligence committee interviews and present company applicants for approval by county commissioners. Monitor projects that are awarded financing through the fund.
- Manage the Bend Enterprise Zone and E-commerce Zone. Market programs, guide companies through the application process and communicate important annual timelines associated with tax information submittal.
- Assist EDCO Director of Marketing and Communications with updates and content management of the EDCO website.
- Represent EDCO on the BEDAB and work closely with the City Economic Development Department to make the community a cost effective, friendly and competitive place in which to do business.
- Attend (as necessary) local, regional, state, or national meetings on behalf of the organization and community.
- Coordinate with CEO and BEDAB to develop annual budget for the Bend program and activities.
- Serve as ex-officio on Bend Chamber of Commerce Board of Directors.
- Assist the Outdoor Gear and Apparel Industry cluster and its trade association, Oregon Outdoor Alliance, in growing and sustaining the organization and industry.
- Complete special projects or tasks as assigned by the CEO.

IMMEDIATE SUPERVISOR

EDCO CEO. Guidance for program development and implementation will also be provided by the BEDAB.

Economic Development for Central Oregon is an AA/EEO Employer and complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act