

## **TITLE: PRINEVILLE/CROOK COUNTY ECONOMIC DEVELOPMENT DIRECTOR**

### **PURPOSE OF POSITION:**

To execute the plans and programs of business retention/expansion and recruitment for Economic Development for Central Oregon (EDCO) and region, and thereby assist companies in creating or retaining primary employment in Prineville and Crook County. The 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 region as well as assist EDCO, Prineville and Crook County leaders with attracting new primary employers to the community. Additionally, the Director is directly responsible for working with local 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. Director will manage relationships with board partners, clients, and the public. The ability to maintain professional confidentiality is germane to this position.

### **DESCRIPTION of DUTIES and RESPONSIBILITIES:**

- Coordinate the business retention/expansion (BRE) portion of the program (aka, GROW) including contact with business owners and managers, follow-up phone calls, client visits, correspondence, information requests, research, and proposals with a goal to meet in person with all key leaders of local traded-sector companies at least once every 18 months to identify challenges and opportunities.
- Serve as community lead for marketing and recruitment efforts (aka, MOVE) that will attract new investment, jobs and industry diversification to Prineville and Crook County. Attend periodic industry trade shows, domestic and international recruitment missions and visit companies outside the region/state as needed.
- As prospective clients respond, qualify and recruit them to Prineville and Crook County; serve as facilitator between clients and other economic development entities including EDCO; arrange meetings as required with business professionals, higher education leaders, Chamber of Commerce, or any other economic development assistance organizations; encourage clients to visit and arrange tours/meetings as required, work with client as needed from beginning to end of relocation or expansion process.
- Manage the Prineville/Crook County incentive programs, such as the Enterprise Zone and Rural Renewable Energy Development Zone (RREDZ).
- Formally or informally assemble effective response assistance team(s) comprised of key leaders from various sectors for both retention/expansion and recruitment projects.
- Coordinate, collaborate and communicate with other local, regional and state business development organizations including but not limited to the Business Oregon Development Department. Refer clients to other organizations or agencies whenever possible and appropriate.
- Maintain client management computer database (Executive Pulse) for all primary employers within Crook County and for companies specifically interested in Prineville and developable portions of Crook County.
- Working with EDCO regional staff, assist in the annual update of publication(s) including a Crook County/Prineville Community Profile, and other marketing or informational printed materials pertinent to the program.

- Work with the Prineville/Crook County Economic Development Advisory Board to chart the strategic direction of economic development efforts within this part of the region and to help deploy the expertise and networks of Advisory Board members to complete projects and achieve goals.
- Assist, when appropriate, fundraising efforts led by the Advisory Board to support the Prineville Economic Development (PEDCO) program.
- Generate quarterly Key Performance Indicator (KPI) reports for the EDCO Board, present quarterly updates to the Prineville City Council and Crook County Court, and monthly communication/oral reports to the local Advisory Board.
- Maintain a business client file system (hard copy).
- Coordinate production of periodic events for the community including but not limited to the PEDCO Annual Luncheon and “Made in Crook County” Tours.
- Complete special projects or tasks as assigned by EDCO’s CEO.
- Attend, when necessary, local, regional, state or national meetings on behalf of the organization and community.
- Coordinate with EDCO CEO, COO to develop annual budget for Prineville/Crook County programs and activities.
- Develop and maintain excellent working relationships (staff, board and elected leaders) with key partners with Prineville/Crook County, including but not limited to the City of Prineville, Crook County, and the Prineville/Crook County Chamber of Commerce.

## **IMMEDIATE SUPERVISOR**

REDI Senior Director. Guidance for program development and implementation will also be provided by the local Advisory Board and EDCO CEO.

*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*