



## Bend Area Director

Make a significant impact within the Central Oregon Business community by joining Economic Development for Central Oregon (EDCO) as the Bend Area Director. This role is the business retention and expansion (BRE) and recruitment specialist for the Bend Area. Directly responsible for working with the City of Bend and specifically with the Bend Economic Development Advisory Board (BEDAB) this role will be outward facing in the community in sharing how EDCO benefits our region as a whole. With equal parts strategic and tactical/administrative, we are seeking a roll-up-your-sleeves, no-task is too big (or too small) partner to truly make an impact within the Central Oregon business community.

### Here are a few key goals for you in this position:

- **Coordinate & perform outreach** to the 600+ traded-sector businesses within Bend and nearby unincorporated areas.
- **Play a part in strengthening and diversifying our economy** by recruiting and retaining businesses that represent a wide array of industries.
- **Advocate** for business needs with the City & Deschutes County staff, elected officials and funding agencies.
- **Represent** EDCO on the BEDAB and work closely with the City Economic Development Department.
- **Flourish** as part of a small, cohesive, talented, passionate, and accountable team of professionals.

### The ideal candidate:

- Has proven success in previous sales and/or business development roles with a comfort reaching out to a wide variety of business stakeholders.
- Will live in the Bend area to be most effective in the community they serve. Although work is often done behind the scenes, this is not conducive for homeworking. It is a rather a high-profile local leadership position.
- Possesses the following personal characteristics: authenticity, a strong work ethic, humility, accountability, confidentiality, resourcefulness, and dependability.
- Is strongly motivated to make a measurable difference to strengthen our region's economy and create more and better jobs for Central Oregonians.
- Is comfortable in a role where they are independently planning, implementing and executing from start to finish, with little guidance.
- Demonstrates top notch research skills in building target lists and connecting with people via phone, online networking avenues and face-to-face networking opportunities.
- Excels with follow-through on existing leads while curating new ones.
- Is genuine, outgoing and a skillful communicator who understands "one size doesn't fit all" and can effectively deliver the EDCO message appropriately to various audiences.

- Thrives in a collaborative, fun, yet professional team environment where an “all hands on deck” approach is key to our culture.
- Can effectively think on their feet to generate ideas and strategies.
- Is an organized, driven self-manager who follows through on execution.
- Possesses the skills to manage a database and track metrics for the sake of reporting progress.
- Has experience with ACT!, Salesforce, Executive Pulse, or similar CRM systems and is proficient with the Microsoft Office suite of programs.
- Possesses enthusiasm, professionalism and resilience.
- Knowledge of the Central Oregon business environment, which would leap you to the top of consideration as a candidate.

**About EDCO:** Founded in 1981, EDCO is a private non-profit corporation supported by private and public members and stakeholders. Our mission is to create a diversified local economy and a strong base of middle class jobs in Central Oregon. To do this, we focus on helping companies do the following:

**Move.** We guide employers outside the region through the relocation process as a resource for regional data, incentives, talent, site selection, and more.

**Start.** We mentor and advise scalable young companies from concept to exit on issues such as access to capital, critical expertise, and strategy.

**Grow.** We partner with local traded-sector companies to help them grow and expand.

EDCO'S CORE VALUES		
<p>We're a non-profit run like a <b>BUSINESS</b></p>	<p>We pride ourselves on being <b>RESPONSIVE</b></p>	<p>This is what drives us <b>A UNIQUE TEAM</b></p>
<p><b>ACCOUNTABLE</b> To our board, client companies, and communities</p> <p><b>FRUGAL</b> We manage limited resources like our own</p> <p><b>ENTREPRENEURIAL</b> We look for opportunities and take calculated risks</p>	<p><b>BIAS FOR ACTION</b> Economists study the economy, economic developers improve it</p> <p><b>FACTUAL</b> Trusted, objective resource</p> <p><b>INITIATIVE</b> Self-motivated individuals</p> <p><b>ORGANIZATIONALLY FLAT</b> Faster response time</p>	<p><b>TAKE THE HIGH ROAD</b> Our work demands the highest ethics and professionalism</p> <p><b>ALL HANDS ON DECK</b> Teamwork trumps job descriptions</p> <p><b>ACCOMMODATING</b> Ridiculously. It's all about our client companies and partners.</p> <p><b>FUN!</b> Goofy people, serious work</p>

**Compensation:** \$58,000 - \$68,000 DOE. Exempt, full time. Benefited role.

**Imagine yourself here!** Go online and tour our web site [www.edcoinfo.com](http://www.edcoinfo.com). Please send a cover letter, resume, salary requirements, and professional references with the subject line "Bend Area Director EDCO" to our recruiter: [kat.gardner@mybbsi.com](mailto:kat.gardner@mybbsi.com). In your cover letter, please describe why you think you could be the person for this job and what you've accomplished in your career that closely relates to this role.