

### About us

Economic Development for Central Oregon (EDCO) is a non-profit organization supported by private and public members and stakeholders. Our mission is to create a diversified local economy and a strong base of middle-income jobs in Central Oregon. We focus on helping companies do the following:

**MOVE.** We attract and guide outside employers through the relocation process as a resource for regional data, incentive, 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.

### Where you get to work

Jefferson County is in the shadow of Mt. Jefferson in the Cascade Mountains range, surrounded by numerous lakes and rivers. Central Oregon is an outdoor enthusiast's paradise.

### About the role

The Jefferson County Director will assist EDCO and local leaders to execute the plans and programs of business retention/expansion and recruitment, and thereby assist local companies in creating or retaining primary employment for the purpose of growing and diversifying the local economy. The Director is responsible for working to assist in projects, initiatives and activities that directly or indirectly make the area a friendly and competitive place in which to do business. This position complements the work of Jefferson County and the communities of Madras, Metolius, Culver, and Crooked River Ranch.

### The ideal candidate has:

- The genuine desire to help companies add jobs and capital investment to the Central Oregon economy.
- The organizational skills to enable multitasking and timely/consistent follow-up.
- An authentic communication style, a commitment to building relationships, and a service-oriented personality.
- The ability to think outside the box to solve problems and professionally navigate public/private partnerships.
- The ability to assess client company needs, develop possible solutions, execute a plan, and deliver results.
- The wherewithal to grasp technical concepts, research best practices and exercise continuous improvement.

### Key responsibilities

Supporting job creation includes:

- Coordinating the retention/expansion program and supporting start-up development, which includes building relationships with business owners and managers, adding value and providing necessary follow-up, conducting client visits, generating correspondence, responding to information requests and proposals, and conducting research.
- Recruit and qualify prospective leads/employers and serve as a facilitator to help with their needs.
- Coordinate, collaborate and communicate with other local, regional, and state business development organizations. Refer clients to other organizations or agencies when appropriate.
- Maintain database for Jefferson County primary and prospective employers, resources and members.
- Work with EDCO to oversee and update annual data collection for the Jefferson County *Profile*, EDCO website and other marketing or informational digital or printed materials pertinent to the program.
- Assemble, facilitate and manage a local Economic Development Advisory Board and work with them alongside City and County officials and other stakeholders to develop, implement and execute three-year strategic plans.
- Generate activity reports for the EDCO Board of Directors, Cities, Counties and local Advisory Board as needed/requested.
- Manage, market and maintain business client and incentives file system and any associated documentation such as materials related to the Jefferson County Enterprise Zone program.
- Attend local, regional, state, national meetings/trade shows on behalf of the organization and community as needed.
- Coordinate with EDCO CEO to develop annual budget for the Jefferson County Economic Development program.
- Complete special projects or tasks as assigned by the EDCO CEO and/or EDCO Sr. Director of Business Development.

**Immediate Supervisor:**

EDCO Sr. Director of Business Development. Guidance for program development and implementation will also be provided by an Economic Development Advisory Board comprised of local community members.

**To apply:**

For confidential consideration, please submit your application to Mid-Oregon Personnel Services [here](#) or call 541-475-7640. Please include a cover letter and resume all in one document (Word/PDF) and include information on a similar role/project that shows how you could be successful in this role.

*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.*