

**Posting title: Economic Development Coordinator**

**Req ID: 890BR**

**Dept:** Economic Development

**Location:** P69

**Salary range and grade:** Min \$67,917 to Mid \$84,893 (Grade 24)

**Open date:** 6/28/17

**Close date:** 7/12/17

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**PURPOSE:**

To help manage the Economic Development division's (ED or EDD) King County Cities' grant program, business development initiatives and other Port projects. This will lead the Port's business recruitment initiatives that generate interest from prospective companies interested in Port properties (or WA State locations). Will also work closely with the Division's small business development, real estate development and workforce development managers to support the Port's broader economic development initiatives.

**ESSENTIAL FUNCTIONS:**

***This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed. Essential duties and responsibilities may include, but are not limited to, the following:***

Administer the Port's King County Cities' Economic Development grant program. Assist with the development, implementation and staffing of the Port's business recruitment efforts including prospect company support, marketing and sales efforts, and partnership coordination. Support the Managing Director's needs on specific Port economic development projects. This may include managing business expansion projects, providing support to cities neighboring the airport, and implementing facets of the Port's small business strategy. Provide administrative and program support to the ED Operation team and other EDD Directors. This position reports directly to the Managing Director of the division.

**KNOWLEDGE, SKILLS & ABILITIES:**

Good knowledge of and or experience with economic development grants, grant administration, and community economic development. Knowledge of business recruitment activities including site selection, marketing, sales, and prospect management. Familiarity and experience implementing marketing campaigns targeted towards expanding or relocating companies. Knowledge of/experience in responding to corporate recruitment or local company expansion projects. Familiarity with business and economic development resources (ex. Financing, tax credits, etc.)

Self-starting organizational abilities that anticipate needs, opportunities and activities related to business and real estate development projects. Can quickly digest information and provide cohesive information to clients and managers. Attention to detail. Efficiently manage multiple projects and deadlines. Effectively work independently as well as in a team environment. Skilled in developing written materials for diverse public audiences. Possess strong interpersonal skills.

Focus on serving external and internal customers and community. Work events outside of regular work hours (evenings and weekends). Excellent research abilities The ability to occasionally lift up to 30 pounds.

**QUALIFICATIONS:**

***Combination of education and experience demonstrative knowledge, skills and abilities equivalent to:***

- Bachelor's Degree in Business or Public Administration or related field; and
- Two (2) to three (3) years' experience in business, economic, or real estate development

**PREFERRED QUALIFICATIONS:**

- Three (3) to seven (7) years' experience in real estate or economic development;
- Demonstrated experience in business recruitment and development; and/or
- Demonstrated experience in coordinating and leading tours related to assets for expanding business.

**Internal Only:**

For development purposes, internal candidates who may not possess all the qualifications but can demonstrate expertise in Knowledge, Skills & Abilities of the position may also be considered at management's discretion and Human Resources approval.

Compensation for this position is determined by the Port's Salary and Benefit Resolution and any applicable policies and procedures.

**ADDITIONAL INFORMATION:**

**Driver's License Requirement:**

A valid Washington State Driver's License, or the ability to obtain one, is required.

**Weekly Standard Hours:**

Normal work schedule is Monday through Friday, 8:00 a.m. - 5:00 p.m. (40 hours per week).

**Work Environment:**

Will generally work in an office environment.