



Economic Affairs Director

Summary

The Economic Affairs Director provides leadership and coordination in organizing and maintaining programs to support businesses. This position works to create jobs and improve the economy of the Tri-Cities region through business and economic development.

ESSENTIAL JOB FUNCTIONS:

- Identify, develop and manage programs to assist in the growth and retention of diverse businesses.
- Develop relationships and partner with like-minded organizations to grow and promote existing businesses in our community, and manage projects that are the outcome of this work.
- Work in cross-departmental collaboration to successfully execute business development initiatives.
- Create relationships with diverse businesses and offer appropriate resources of the Chamber and its associates.
- Elevate the awareness of the chamber as a key driver of economic development.
- Champion economic development initiatives.
- Ability to exercise leadership and initiative in conducting fundraising activities.
- Work with committee members and volunteers to develop and carry out programs of work.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Skills and Attributes

- Proven program development, implementation, and evaluation skills
- Outstanding interpersonal skills using tact, patience and courtesy
- Makes efficient use of time, money, people, and other resources to accomplish the organization's goals
- Innovative thinker who thrives in an environment of continuous improvement
- Demonstrates and fosters a sense of urgency and strong commitment to achieving goals
- Actively shows responsibility, reliability, and trustworthiness
- Anticipates, assesses, and responds effectively to the needs of diverse interests
- Excellent verbal and written skills
- Experience with supervising staff

Experience and Education:

- Bachelor's degree in business, management, economics or closely related field.
- Five (5) years of increasingly responsible public and/or private sector experience in business, program management, or economic development.
- Or an equivalent combination of education and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

***Economic Affairs Director is a full-time exempt employee. Salary is dependent upon qualifications and experience.**

****Resumes accepted until position is filled, with preliminary review of resumes to occur on August 1, 2016.**