



**PROSPER
PORTLAND**
Building an Equitable Economy



PROSPER PORTLAND CREATES ECONOMIC GROWTH AND OPPORTUNITY FOR PORTLAND

Business and Industry Manager

This position is Not Represented and is Exempt

Monthly Salary Range: \$9,228 - \$13,381

Opens: 01/12/2021 Closes: 02/02/2021 EOB (11:59 pm)

Prosper Portland is the economic and urban development agency for the city of Portland. We focus on building an equitable economy by carrying out a comprehensive range of economic development programs that support traded sector industries and small businesses, foster equitable and inclusive businesses in the region, and create jobs for Portland residents. We work with partners to drive public attention and resources to different areas of the city, which helps Portland realize capital projects – parks, streetscape improvements, community centers –that would not happen on their own, making it a better place to live for all Portlanders.

Working at Prosper Portland offers a rare opportunity: to be an integral part of a dedicated team that guides the city in its aspiration to become one of the most globally competitive, equitable, and healthy cities in the world.

The Manager of Business & Industry will use their skills to support a dynamic team, strategize for industry cluster development, and foster and enhance collaborative partnerships with public, non-profit, and private sector partners. This role places you at the helm of an innovative and experienced team. As a thought partner and coach, you will support the team in developing and implementing best/emerging practices and programs that foster traded sector growth, support vibrant, competitive and inclusive industry clusters, provide middle wage jobs for priority communities, and equitably grow the Portland economy.

Below are some of the programs under the guidance of this position, centered on creating a more equitable and inclusive economy.

- **Portland Means Progress** – An initiative for businesses to double down on their racial equity commitments by providing connections for businesses to hire local underrepresented students, purchase from businesses owned by people of color and create diverse and vibrant workforce and company cultures.
- **TechTown** – A collaborative program between the Portland’s technology ecosystem and Prosper Portland to showcase Portland’s emerging tech hub, commit to cultivate a more diverse workforce and provide connections to workforce development opportunities in the industry. This program centers the experiences of women of color to inform its programming and measure its impact.

- Industry Support – Prosper Portland supports four industry sectors (Technology & Media, Green Cities, Metals & Machinery, and Athletic & Outdoor) through partnerships, initiatives, and technical assistance. The region hosts a concentration of talent and companies in these high-growth industries. The Business & Industry team provides programming to drive inclusive growth by supporting these competitive industries that provide high-quality job opportunities and working to fill those jobs with people of color and low-income residents.
- Ezone – A state economic development program that incentivizes firms to invest major capital outlays and retain quality jobs through tax exemptions that are tied to innovative public benefit agreements that focus on culture change inside companies and social impact in the community.
- Portland Film Office – Serves as a vital connection between the film and media industry by supporting productions within the city and actively cultivating an eco-system that supports and attract production investment in the city.
- B2B Matchmaking – An innovative initiative that establishes and builds connections in traded sector industries by facilitating unique networking opportunities that allow businesses to increase sales, make supply chain connections and strengthen the competitiveness of the industry overall.

The ideal candidate will possess strong self-awareness, sharply honed management and team building skills, an intuitive ease with broad engagement across varied sectors and industries (both public and private), cross-cultural relationship and bridge building, and a passion to find smart solutions for complex issues.

this is an internal/external recruitment

this is an internal only recruitment

Interested parties must complete an online employment application to be considered. Applications are available as a paperless, on-line process at <http://prosperportland.us/for-job-seekers/>.

Prosper Portland is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, family status, disability, sexual orientation, gender identity, source of income or any protected status. Prosper Portland values diversity and inclusion and encourages everyone who is interested to apply.

Reasonable accommodation is provided upon request for people with disabilities. Please contact Human Resources at 503-823-3242 or answer the questions within the application if you will need a reasonable accommodation to participate in the application and selection process.

Applicant materials that are incomplete will not be considered.

Position Summary

This position develops and oversees the implementation of strategic initiatives that foster inclusive economic development. The position leads the Business and Industry Team, which is responsible for programs, partnerships and business development that support target industry clusters, innovation, entrepreneurship and international trade. As a senior member of the Economic Development Department, this position oversees the portfolio of programs and partnerships that focus on the City's traded sector growth, support vibrant and inclusive industry clusters and provide access to middle wage jobs for priority communities. The position demonstrates leadership and works collaboratively with internal and external partners to achieve strategic objectives.

Essential Functions and Major Responsibilities

- a. Creates and oversees implementation of strategies that foster inclusive economic development in collaboration with Business & Industry team.
- b. Leads and empowers team to promote inclusive, outcomes driven and high-quality program development and partnerships that consistently prioritizes and applies a social and racial equity perspective to the work.
- c. Manages, coaches and mentors direct reports; supports staff development.
- d. Provides overall strategic direction, methodology and oversight for Prosper Portland's target industry clusters (Athletic and Outdoor, Green Cities, Healthcare, Metals and Machinery, Technology and Media), including recruitment, expansion and business development efforts.
- e. Provides strategic direction and oversight for business technical assistance and business retention programs using Tax Increment Financing (TIF), Enterprise Zone and other resources.
- f. Leads efforts to coordinate and synchronize Prosper Portland's Business and Industry activities with regional and state economic development organizations including Business Oregon, Greater Portland Inc. and regional trade associations that align with Prosper Portland's priorities.
- g. Oversees business outreach, development and services efforts with an emphasis on excellent customer service, cultural competency, connecting businesses to resources internal and external to Prosper Portland, and providing tracking/reporting assistance.
- h. Leads efforts to implement and refine international trade strategy including increase export of goods and services; trade missions, foreign direct investment and attendance at trade shows that align with target industry goals and objectives.
- i. Develops and manages Business and Industry budget utilizing TIF, General Fund and other resources; leads related efforts to secure non-TIF operating funds.
- j. Nurtures and develops local and national strategic partnerships that enhance impact of work (e.g., City Council, state agencies, higher education institutions, regional economic development organizations, business and industry associations, etc.).
- k. Partners on budgets, programs, projects, initiatives and opportunities within the Economic Development Department and other Prosper Portland teams; includes business finance products, commercial affordability, business development, public benefit agreements and workforce development initiatives.
- l. Oversees performance of initiatives and business development activities; develops and refines metrics to track and monitor impact of work in collaboration with staff and the Governance, Learning and Outcomes Team.
- m. Leads work to stress the impact of traded sector growth and related initiatives through strategic storytelling, and the use of quantitative and qualitative data.
- n. Serves as authority and resource within Prosper Portland, to various City Bureaus and to outside agencies seeking specialized skills in traded sector industries, international trade and access to employment; makes frequent presentations to outside organizations.

Additional Responsibilities and Functions

- Supports department-wide and agency-wide projects and initiatives.
- Performs all other relevant duties as assigned.

QUALIFICATIONS

Minimum Knowledge and Skills

- Experience applying best practices to create economic opportunities through business technical assistance, industry cluster development and/or access to employment.
- Strong knowledge of regional and city economic development best practices, including inclusive and innovative business ecosystems, traded sector industry development and customer relationship management.
- Working knowledge of business and private finance, project management, project development and public/private partnerships
- Strong interpersonal, verbal and written communication skills including active listening, facilitation and public speaking.
- Strong leadership skills; demonstrated ability to build trust and confidence; collaborative and team oriented.
- Skilled in staff management, empowerment and development.
- Strong cultural competency skills including knowledge of and experience working with diverse individuals, well-developed understanding of social and racial equity, and the ability to apply cultural sensitivity and awareness in interactions with a diverse range of stakeholders.
- Demonstrates sound judgment on a range of internal and external issues; tactful and diplomatic in dealing with sensitive, complex and confidential matters.
- Solid analytical and problem-solving skills and an ability to innovate and support creativity.
- Ability to establish, build and maintain effective working relationships and collaborative partnerships with a wide variety of internal and external parties.
- Proficiency in administrative and project/program budget processes.

Minimum Education and/or Training

Bachelor's degree in business, finance, planning, economic development, public administration or related field; or an equivalent combination of training and experience.

Minimum Experience

Four years of experience in regional and city economic development policy or industry cluster development. Demonstrated success in advancing equity.

Preferred Education/Training and/or Experience

Master's degree in business, planning, finance, public administration, or related field. Experience in the public and/or private sector. Experience managing a team with thoughtful leadership around regional and city economic development or industry cluster development

Working Conditions

Normal working hours Monday through Friday [8 AM – 5 PM] in an office environment; however, additional hours may be needed to meet deadlines. Attendance and participation at evening and weekend meetings are frequently necessary.