



POSITION DESCRIPTION

POSITION:	Economic Development Associate	GRADE:	G
DIVISION/DEPARTMENT:	Economic Development	FLSA:	Exempt
REPORTS TO:	Economic Development Director	UNION:	N/A
SUPERVISES:	None	UPDATE:	New

The Port of Bellingham is a Washington State special purpose municipal corporation serving all of Whatcom County. It is a unique organization that makes significant contributions to the local community through leveraging its resources by directly participating in revenue-earning lines of business, as well as by capitalizing on its strategic assets through special public agency powers.

By using combined expertise in both the business and government sectors, the Port has a role in job preservation and job creation, as well as a role in the operation of transportation facilities for seaports and airports. This combination is distinct from that of either the private sector or other government entities.

The Port of Bellingham's mission is:

"Promote sustainable economic development, optimize transportation gateways, and manage publicly owned land and facilities to benefit Whatcom County."

JOB SUMMARY

Under the direction of the Director of Economic Development, the full-time **Communications and Economic Development Associate** provides communication, business development, and administrative support to the economic development efforts at the Port to generate employment and investment activity in Whatcom County.

ESSENTIAL FUNCTIONS

Business and Economic Development Support

1. Support and maintain tracking of the department's business recruitment, retention, and expansion efforts in a CRM system.
2. Coordinate and submit quarterly, annual, and biannual reporting requirements for the WA State Dept of Commerce's ADO targets, financial reporting, as well as quarterly and annual SRF reporting.
3. Support Economic Development Project Managers and Director in their business recruitment, retention and expansion efforts. This includes but is not limited to actively visiting with existing

companies and providing ongoing support and services to them, uncovering potential projects from company visits, and supporting the development of compelling solutions for projects.

4. Support Project Managers and Director to conduct research on an as needed basis to identify potential business prospects inside and outside of Whatcom County that align with community values and the Whatcom County CEDS.
5. Develop a high-level of expertise in the strengths, assets, programs, and connections in the Whatcom County and NW Washington region that helps provide businesses with resources to enhance growth. This includes but is not limited to applicable buildings and sites, regional and community assets, cost advantages, incentive programs, logistics/transportation assets, workforce availability, and workforce development programs.
6. Support the administration of the Port's Revolving Loan Fund.

Communications Support

1. Support and manage external stakeholders and partners, such as the Team Whatcom, the Whatcom County Business and Commerce Committee, Small Cities partners, as well their related monthly meetings.
2. Support the development of digital and print outreach materials, such as newsletters, brochures, presentations, and social media posts.
3. Draft content for the Economic Development section of the Port website, Team Whatcom website, and Port social media. Ensure content is current, accurate and in alignments with the Whatcom County CEDS.
4. Develop and draft accurate and effective documents to facilitate communications with business prospects.
5. Provide grant application and administration support.
6. Provide administrative support to the Economic Development Team and consultants.
7. Performs other related duties as assigned.

QUALIFICATIONS

Required:

- Bachelor's degree in Business Administration, Finance, Economics or a related field. An equivalent combination of work experience and education may be substituted.

Preferred:

- Experience with grant writing and/or fundraising;
- Master's degree in Business or related fields

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Possess the leadership skills and ability to work with a diverse group and develop and maintain

effective interpersonal relationships with all stakeholders (internal and external); comfortable interacting with senior executives and regional leadership.

- Effective verbal and written communication skills including verbal, written, and public speaking. Should be able to adapt communication style to suit audience.
- Action oriented. Should be able to follow up on feedback to ensure positive outcomes.
- Proficient in MS Office suite.
- Must be able to work in a rapidly changing environment and able to prioritize needs and be flexible to adapt to changes.
- Effective organizational and planning skills.
- Entrepreneurial thinker
- Problem solving and analytical skills

Preferred:

- Proven ability to build partnerships with SBDC, Chambers of Commerce, governmental and nonprofit organizations;
- Proficiency in website content management and social media development;
- Possess comprehensive understanding of business principles with an entrepreneurial mindset, including finances, supply chain, sales, marketing, real estate, procurement, workforce development, strategic business planning, etc.