



THE CHAMBER

seattle metropolitan chamber of commerce

Organization: Seattle Metropolitan Chamber of Commerce
Job Title: Project Director, Economic Development
Classification: Regular, Full-time, Exempt
Reports To: Vice President, Economic Development

**** Our workplace embraces a flexible hybrid work model that allows employees to work remotely and in the office. We understand the benefits of remote work and also prioritize in-person collaboration, valuing the time we spend in our office located in Rainier Tower in downtown Seattle. ****

About the Seattle Metro Chamber of Commerce

The [Seattle Metropolitan Chamber of Commerce](#) is the largest independent business and employer association in the region. We are a business advocacy organization focused on building a competitive, equitable, and resilient regional economy.

Application Instructions

Please apply through the Seattle Chamber's job portal: [Jobs - Seattle Metropolitan Chamber of Commerce \(seattlechamber.com\)](#) and include your resume and response to the supplemental questionnaire. Applications received by other means will not be considered. Applications will be reviewed on a rolling basis until the position is filled.

Position Summary

The Chamber is the designated Associate Development Organization (ADO) for King County, leading Business and Retention (BRE) efforts across the county, including supporting local cities, to design and implement initiatives for BRE and to connect businesses and our partners with the resources and assets they need to grow. Our mission to help businesses grow and thrive in an inclusive and equitable regional economy, and our role as King County's ADO, drive us to focus on the immediate need to resource BIPOC businesses who have been disproportionately impacted by the pandemic and held back by barriers borne out of racism. There is a moral and economic imperative to help those businesses grow and expand in King County, and we are looking for a Project Director, Economic Development, to support this mission.

This position will mainly oversee the Chamber's small business outreach program serving King County, prioritizing focus on startup formation and growth of BIPOC-owned businesses across the county so that they survive, recover, and thrive. The individual will manage contractors who are responsible for ensuring that the Chamber tracks and reports on economic development metrics to state, local and private funders. The contractors work with local partners to provide economic development technical assistance to a variety of businesses. Other projects will be assigned with respect to the Chamber's ADO status and any business

initiatives led by the Chamber. This work includes coordinating grant applications, standing up special programs, and raising awareness about business resources and policies. The candidate has experience working with diverse partners to support existing firms with their needs. They have a working understanding of the business climate in King County and understand the needs of different types of businesses at various stages of their growth cycles. The ideal candidate has a track record of building trust in BIPOC communities, brings a pro-business and antiracist lens to the work, and can deliver business BRE results against a set of annual targets and metrics.

Critical Job Functions

The following describes the critical functions of the role but does not provide an extensive list of job responsibilities and duties.

- Oversee the Chamber's small business outreach program serving King County, with a focus on startup formation and growth of BIPOC-owned businesses across the county.
- Manage contractors who are responsible for ensuring that the Chamber tracks and reports on economic development metrics to state, local and private funders.
- Complete quarterly and annual reports submitted to state, local and private funders, including writing business success stories with guidance from the Chamber's marketing and communications team.
- Collaborate with partners to optimize leverage points across community-based organizations, local chambers, and private business owners to improve business interactions and advance BRE outcomes.
- Lead and participate in assigned stakeholder meetings and business community events.
- Provide administrative support to the Vice President of Economic Development as needed.

Project Leadership (40%)

- Manage the Chamber's Community Business Connector program to serve all 39 cities and unincorporated areas within King County.
- Assist businesses by providing support and serving as liaison between the company and various local and state agencies, as well as assisting their executives with personal relocation matters.
- Respond to local requests for small business assistance and support.
- Keep up to date with businesses of different sizes and sectors; government entities; capital providers (e.g. CDFIs); technical assistance and entrepreneurship organizations; and BIPOC communities.

Contract Management (30%)

- Supervise Community Business Connector field operations, travel as needed.
- Manage and coach Connectors with guidance from the VP of Economic Development.
- Develop and maintain appropriate databases to support economic development activities.
- Assist with the development of outreach materials, training, and tools.
- Collaborate with VP of Economic Development to identify outreach and business assistance opportunities in the region.

Data Management & Analysis (20%)

- Lead technical assistance referral management, coordinating usage of an intake process among all service providers serving small businesses in King County.

- Assist Connector Liaisons with navigation of city departments, programs, regulations, and other processes necessary to grow or enhance King County-based businesses.
- Effectively manage and track business interactions, maintaining detailed, accurate understanding of business ecosystem and all players including for-profit, non-profit, federal, state, local government resources.
- Report economic development metrics and project deliverables to state, local and private funders.

Community Engagement & Communications (10%)

- Liaise between community-based organizations and service providers to update Connector Liaisons on resources and information to share with small businesses, and to also share insights on based Connector Liaison findings and lessons learned in the field.
- Develop and actively engage quality, trusting relationships with the leadership of client companies, organizations that serve BIPOC-owned businesses, regional governments, city jurisdictions and their economic development leadership and colleagues.
- Provide guidance to community-based organizations and local chambers as to how they can align with Chamber programs and resources.
- Write business success stories with guidance from the Chamber's marketing and communications team.
- Leverage state and local information and other assets to support Business Retention and Expansion (BRE) efforts.

Skills and Qualifications:

- Seven (7) years' experience or education in program management or opportunities that would bring similar skillsets, ideally in the fields of, or related to, community economic development or BRE.
- Demonstrated success in managing multiple projects and programs.
- Experience building relationships, networking, and collaborating effectively with team members and community-based organizations. Strong verbal and written communication skills, including the ability to connect with a diverse group of audiences effectively and convey information accurately through phone, video conference, and email.
- Excellent skills in program management and evaluation and grants/contract management.
- Experience with data collection methods and software such as SurveyMonkey, Qualtrics, Google Forms or equivalent software preferred; with the ability to analyze and translate data into actionable information.
- Proficient with Microsoft Office Suite, specifically Excel for recording and reporting data.
- Excellent report writing and editing skills.
- Demonstrated strong time management skills while maintaining high levels of productivity and accuracy in all tasks.

Employment Details

The Chamber is committed to internal and market equity. **The pay range for this position is \$79,196-\$106,928, with an anticipated hiring range of \$79,196-\$99,008, based on experience.** The Chamber provides a comprehensive and competitive benefits package including but not restricted to:

- Medical/Dental/Vision Coverage
- PTO/Community Service Leave
- Paid Parental Leave
- Generous Holiday Schedule and Paid Days Off
- Life Insurance; Optional ADD/LTD/Personal Accident Insurance
- Subsidized ORCA Card
- Flexible Spending Accounts
- Employer-Matched 401(k) Contribution with up to 6% Match
- Professional Development Opportunities
- EAP Membership
- Mindfulness and Wellness Resources
- [Find more about our benefits, perks, and info about working at the Chamber](#)

We recognize the value of the Chamber and our affiliate organizations and programs reflecting the diversity of our community and are intentionally and actively seeking out applications from a variety of backgrounds, including members of the LGBTQIA+ community, and Black, Indigenous, and people of color (BIPOC).

The Chamber is an equal opportunity employer. All employees and potential employees will be recruited, selected, trained, promoted, and, if necessary, disciplined without regard to sex, race, religion, creed, caste, marital status, age, national origin, ancestry, color, sexual orientation, gender identity or expression, political ideology or activity, disability, honorably discharged veteran, or military status. All applicants are carefully screened, and full consideration is given to their training, education, skills, aptitudes, experience, and previous work record. In addition, the Chamber does not discriminate on the basis of genetic information in its employment related policies and practices, including coverage under its health benefits program.