



Job Title: Director of Economic Advancement

Status: Full-Time / Salaried / Exempt
Salary Range: \$75,000 - \$95,000 depending on qualifications and tenure
Department: Economic Development
Reports to: President/CEO

SUMMARY

The economic advancement director is responsible for planning, advising and overseeing economic development-related functions, and must coordinate with all departments relating to events and activities of the Chamber. The director will also oversee the Associated Development Organization duties for the county under the regulations of the State of Washington Department of Commerce.

To be successful in this role, you will need a deep understanding of business growth, and business development opportunities within Kittitas County. You will also need excellent public relations and verbal communication skills. This single position will lead the design and implementation of a course of action for economic development strategy with all regional partners, including government.

DUTIES AND RESPONSIBILITIES – may include

- Establish and maintain development-related relationships with the business community, economic development planning advisory boards, economic development agencies and staff, elected officials and governmental agencies in furthering the County's economic development goals.
 - Meet with affected property owners in potential economic development areas to assess and coordinate the county's economic development efforts and foster opportunities.
 - Collaborate with the Council of Governments for the advancement of overall economic development goals and objectives.
 - Collaborate with Main Street programs in Kittitas County to assess, coordinate and support economic development efforts.
 - Meet with Central Washington University to assess, coordinate and support economic development efforts, post-secondary education and university programs.
- Planning or directing the successful development of programs to meet the organization's contract obligations.
 - Ensure chamber website is updated, current and correct with best practices for: Business & Industry Recruitment, Business Retention & Expansion, Workforce Development, Real Estate Development & Reuse, and Small Business and Entrepreneurial Assistance information.
 - Adhere to contracted budgets.
 - Track key performance areas & develop work plans to respond to future trends and innovations.
 - Updating the cost-of-living study, relocation guide, and other relevant marketing data sets and tools
 - Serving as the point of first contact for all new business inquiries from the Department of Commerce, site selectors, or other sources
 - Meet with SBDC Certified Advisor monthly to assess small business retention and expansion efforts.
- Preparing and editing promotional publications to deliver on the organization's contract obligations.
 - Develop, implement, and participate in special business community events to promote business development and vitality.
 - Perform public relations related tasks on behalf of Kittitas County, including physical and digital press releases, press conferences, and social media with the prior approval of the CEO.
 - Develop and implement effective resource publications to encourage new business, communicate potential economic development areas, report market research and available incentives throughout Kittitas County with the prior approval of the CEO.
 - Attend and engage in local and state committees and/or commissions.

- Assist in the Council of Governments process. May require additional facilitation of assisting local municipalities. Collaborate with COG for the advancement of overall economic development goals and objectives.
- Assist in the CEDS process. May require additional facilitation of community outreach efforts, coordination with regional partners.
- Create and conduct local town halls/round tables, as requested.
- Provide industry knowledge to build public relations strategies and promote products, ideas, and services.
- Attend and represent the Chamber and economic constituencies at conferences, trade shows, and other exhibitions, as needed.
- Additional requirements for developing programs may be needed. May require business plans, strategic planning, or prior authorization from CEO.
- Preparing and editing organizational reports/analytics, for internal and external audiences.
 - Provide a monthly economic report for the CEO, to be shared with the Board of Directors, Council of Governments, municipalities and Board of County Commissioners.
 - i. Economic website stats, leads, and overall activities of the department.
 - Present monthly to contracted committees, specifically on campaign website analytics and applicable contract requirements. Annual reports may be requested as a contract obligation.
- Project and budget management skills.
 - Coordinate and manage economic development interns for the department.
 - Ensure Chamber contracts are up to date and reviewed regularly; liabilities reviewed regularly; and approved by CEO.
 - Identify and secure grants and other sources of funding that enable Kittitas County Chamber of Commerce to fulfill its mission.
 - Grant writing may be required for the development of department/programs. May require developing, recommending, and implementing the county's Economic Development Strategy & Work Plan.
 - Manage commercial properties and tenant relations located in Cle Elum, Ellensburg and the City of Kittitas.
 - Assist and advocate for businesses and industry during permitting efforts.
 - Plan, develop, submit and monitor the Economic Development department's annual budget.

GOALS AND MEASURABLES:

- Create industry specific relocation packets – customize to our target industries and make available on the website and via email or hardcopy in a binder to be delivered face-to-face
- Actively engage 15 site selectors and/or companies – send them the relocation packets described for the industries they represent
- Attend two (2) trade shows or prospecting trips – identifying five (5) targeted companies (suppliers or providers to local companies) and deliver the industry specific relocation packets to them at targeted trade shows
- Host six (6) site visits to Kittitas County from Prospective Companies – Coordinate with board committee to identify people to meet with the companies and set up tours
- Conduct business visits to companies in key industries throughout the county – prepare detailed monthly written report on needs, opportunities, challenges, missing suppliers, or providers, and how KCCC can assist
- Support five (5) local expansion projects – Assist five (5) of the companies visited with one or more of the following: permitting, incentives, site selection, funding, local/state/national connections, workforce development resources, or other tools to foster expansion.

REQUIRED KNOWLEDGE AND ABILITIES

1. Knowledge of community structure and operations, organizations, policies, and ordinances that affect economic development.
2. Understanding of marketing and promotion techniques.
3. Capability to perform market analysis as it relates to the potential development of a specific site.
4. Knowledge of real estate practices, management, organization, and legal practices pertaining to real property, right-of-way, acquisition, and relocation; survey laws, land transaction methods, title records, and instruments.
5. Knowledge of economic analysis techniques related to market, feasibility, and impact studies.

6. Knowledge of grant research and preparation.
7. Ability to motivate others to gain support for new business.
8. Understanding of political environments and sensitivities and the ability to function effectively within that environment.
9. Ability to interpret pertinent legal documents, laws, and regulations.
10. Ability to cultivate and maintain cooperative and effective working relationships with elected officials, advisory groups, the business community, department heads, employees, media, and general public.
11. Ability to communicate effectively in written and oral form to a diverse audience and to prepare and analyze technical and administrative reports, statements, and correspondence.
12. Effective organization and expression of ideas through use of oral and written communications.
13. Effective presentation of information to top management, public groups, boards of directors, or governing bodies.
14. Effective use of interpersonal skills in a tactful, patient, and courteous manner.

MINIMUM QUALIFICATIONS

1. Experience in working with local, county, and state government agencies and elected officials.
2. Experience in public relations, including interaction with the media.
3. Ability to manage and update websites.
4. Valid Washington State Driver license and appropriate insurance at time of hire for work-related travel

DESIRABLE QUALIFICATIONS AND ABILITIES

1. Experience in the following professions: community development, business, finance, marketing, advertising and promotion, property management, or a related field.
2. Bachelor's degree in economic development, urban planning, business administration, or a related discipline, or five (5) years of work experience in economic development, real estate development, property management or a similar field. The requirement may be substituted with a combination of certification through the Certified Economic Developer (CEcD) program and relevant work experience on a case-by-case basis.

IDEAL CANDIDATE'S PERSONAL CHARACTERISTICS:

Self-Starter, Creative, Responsible, Integrous, Enthusiastic, Professional
Visionary, Maintains strong work ethic, Focused, Analytical, Collaborative

PHYSICAL REQUIREMENTS

1. Must be able to lift at least 25 pounds.
2. The employee is occasionally required to stand; walk, climb stairs, and stoop, kneel, crouch or crawl.

WORK ENVIRONMENT

- The work environmental characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.
- Incumbent must be available for meetings and other events after standard working hours.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee typically works in an office environment. Frequent travel, under all weather and road conditions, is required throughout the year for the purposes of Business and Industry attraction and the overall promotion of Kittitas County.
- Persons in this classification must, with or without accommodation, speak and hear within normal ranges, communicate via telephone, and possess close vision acuity sufficient to read small print.
- Some travel may be required.

SALARY & BENEFITS

The Director of Economic Advancement position is full-time. Salary is commensurate with experience, with the pay range from \$75,000-\$95,000 based on level of experience. Kittitas County Chamber of Commerce shall provide a competitive package of benefits. Medical, Vision and Dental benefits will cover 80% of premiums. Retire 403B Plan.

Employees are eligible for 13 Federal holidays per year. Paid Time off (PTO) is provided with years of service and gradual increase. (PTO policy can be provided if requested)

Equal Employment Opportunity: The Kittitas County Chamber of Commerce is an equal opportunity employer and service provider dedicated to the advocacy of small businesses and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Employee Signature

Date

Chief Executive Officer

Date