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**S3R3Solutions.com**

**S3R3 Solutions Job Opening**  
**Please submit resume to [info@s3r3solutions.com](mailto:info@s3r3solutions.com)**  
**First Review scheduled for May 12, 2025**

**Job Title:** Strategic Operations Analyst  
**Position Salary Band:** \$89,000 - \$119,000  
**Travel Requirements:** Infrequent  
**Physical Requirements:** Must be able to lift 25 lbs.

**Status:** Full Time - Exempt  
**Reports To:** Executive Director  
**Direct Reports:** None

## **S3R3 Solutions**

S3R3 Solutions is a Public Development Authority (PDA) dedicated to fostering economic growth by attracting capital investment, creating jobs, and catalysing opportunity within the West Plains Airport Area of Spokane County. As a quasi-governmental entity created in July 2017 through a partnership with City of Spokane, Spokane County and Spokane International Airport, S3R3 Solutions enhances regional prosperity through strategic economic development initiatives and investment in infrastructure and land development.

## **Nature of Work**

The Strategic Operations Analyst supports the Executive Director by performing complex administrative, analytical, and operational tasks requiring independent judgment and strategic initiative. This role evaluates current processes and programs, recommends improvements, and supports the design and implementation of initiatives that advance S3R3 Solutions' economic development goals.

Key areas of focus include:

- **Operational Analysis & Improvement:** Conducts detailed evaluations of organizational functions, recommending strategies to enhance efficiency, compliance with state regulations, and overall effectiveness.
- **Economic Development Support:** Assists in the planning, execution, and oversight of strategic programs including business attraction, retention and expansion, workforce initiatives, entrepreneurial support, and real estate development projects.
- **Strategic Project Management:** Manages special projects aligned with organizational priorities, monitors performance outcomes, and ensures successful implementation.
- **Policy and Financial Analysis:** Prepares policy analyses, evaluates internal financial controls, develops performance dashboards, and constructs forecast models to support informed decision-making.

This position works closely with diverse stakeholders, providing essential analytical insight and strategic support that directly contributes to the sustainable economic growth of the West Plains area.

## **Key Responsibilities**

### **Operational Analysis & Strategic Support**

- Analyze and assess organizational functions to identify opportunities for process improvements, risk mitigation, and increased operational efficiency.
- Advise the Executive Director on administrative and operational matters; develop strategies and priorities to support organizational effectiveness.

- Evaluate internal controls, develop performance dashboards, and prepare forecast models to inform decision-making.

### **Program & Project Management**

- Support strategic initiatives related to economic development, infrastructure, and capital improvements.
- Manage assigned special projects; monitor performance outcomes and ensure alignment with organizational goals.
- Support the design and implementation of new programs that advance PDA objectives in areas such as marketing, business retention, entrepreneurship, and workforce development.

### **Policy, Compliance & Reporting**

- Conduct policy and financial analysis to support compliance with applicable laws, regulations, and internal policies.
- Administer assigned service and consultant contracts; oversee reporting, compliance tracking, performance review, and budget forecasting.
- Develop and maintain organizational policies, procedures, and operational manuals.

### **Stakeholder Engagement & External Relations**

- Coordinate interagency or multi-jurisdictional efforts in support of PDA projects and regional initiatives.
- Monitor legislative and regulatory developments; develop implementation plans for new or amended requirements.
- Prepare and deliver presentations to the Executive Director, Board of Directors, partner agencies, and community stakeholders as directed.

### **Strategic Research & Grant Support**

- Conduct SWOT analyses, strategic planning exercises, and other assessments to inform long-term planning.
- Assist in the preparation of grant applications, funding reports, and research studies to support economic development efforts.

### **Minimum/Preferred Requirements and Qualifications**

- Bachelor's degree in economics, finance, public or business administration, political science or related field. Masters degree preferred.
- Three (3) years of progressively responsible administrative or analytical experience.
- Excellent analytical, communication, and organizational skills.
- Experience working in municipal government or economic development strongly desired
- Must possess or be able to obtain a valid Washington State Driver's License.

### **Professional Growth and Advancement**

S3R3 Solutions is committed to supporting the professional development of its team members. The Strategic Operations Analyst role offers meaningful opportunities to expand leadership capacity, engage in high-impact regional initiatives, and contribute directly to organizational strategy. Employees are encouraged to pursue continuing education, certifications, and professional training aligned with economic development, public administration, and related disciplines. As the organization grows, this position may evolve to include expanded responsibilities and future leadership opportunities.

### **Work Environment**

This role primarily operates in an office environment with standard business hours. The role includes periodic local travel for meetings and events as well as occasional business travel. Evening and weekend commitments are infrequent, but may be required to support high priority initiatives or stakeholder

engagements. S3R3 promotes a flexible and focused work environment where high performance, accountability, and adaptability are valued.

### **Team Dynamics**

S3R3 Solutions is a mission-driven, nimble organization where every team member plays a vital role in advancing regional economic development. Our team culture emphasizes collaboration, innovation, and mutual support. The Strategic Operations Analyst will work closely with the Executive Director, contributing directly to impactful projects and strategic decisions. This role is ideal for professionals who thrive in a small, agile team setting and who are motivated by the opportunity to drive meaningful outcomes that benefit the community.

### **Salary and Benefits**

The salary range for this position is \$89,000 to \$119,000 annually. Compensation will be based on the candidate's qualifications, including relevant experience, education, and demonstrated proficiency in strategic analysis, program management, and economic development. Candidates with a strong record of leadership in complex public sector or regional development environments may be considered for the higher end of the range.

S3R3 Solutions offers a competitive benefits package that includes paid time off, holidays, a retirement plan, life insurance, and comprehensive health coverage. Relocation assistance may be available for highly qualified candidates located outside the Spokane region.

### **EEO Statement**

S3R3 Solutions is an Equal Opportunity Employer and committed to diversity in the workplace. All qualified applicants are encouraged to apply.

### **Security Requirements**

Candidates must successfully pass a criminal history background check.

**NOTE:** *This job description is not a contract and may be adjusted as deemed appropriate in its content and requirements.*