

**Job Title:** Economic Development Director  
**Reports to:** CEO  
**Status:** Exempt  
**Organization:** Economic Development Board for Tacoma-Pierce County (EDB)  
**Location:** Tacoma, Pierce County, WA

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### **About The EDB**

The Economic Development Board for Tacoma-Pierce County (EDB) is a nonprofit, public-private partnership dedicated to making Pierce County the most equitable, innovative, and resilient economy in the Pacific Northwest. We help primary employers expand, and thrive by providing hands-on support, strategic connections, data and insights, and a collaborative network of partners. While our work focuses on business recruitment, retention, and expansion, we envision a Pierce County that is globally competitive, environmentally sustainable, and defined by shared prosperity.

### **Position Summary**

The Economic Development Board for Tacoma-Pierce County (EDB) is seeking a highly qualified and motivated Economic Development Director to provide strategic economic development leadership and technical expertise while implementing EDB's five-year work plan. This is an excellent opportunity for someone skilled in leading and managing programs and policies that will positively impact Pierce County residents. The Director will oversee and manage EDB's economic development activities, programs, and partnerships, supervise staff, and represent EDB at numerous initiatives and events to retain and expand Pierce County's primary employment and investment base.

The ideal candidate for our Economic Development Director is a dynamic, strategic leader with a proven track record who combines creative thinking, adaptability, and strong motivation with exceptional communication and project management skills. They bring deep understanding of innovative economic strategies and excel at building trusting relationships with staff at all organizational levels, external stakeholders, community partners, and business leaders. This skilled collaborator thrives on driving partnerships and initiatives that stimulate economic growth while being passionate about creating meaningful change and advancing sustainable development. They translate bold ideas into actionable outcomes through an inclusive, partnership-driven approach, and their leadership will play a key role in shaping our community's economic future

### **Essential Job Functions**

- Provide leadership to shape and execute innovative economic development programs aligned with EDB's Strategic Work Plan

- Build strong relationships with the Board of Directors, investors, businesses, and industry leaders to drive marketing, retention, expansion, and recruitment efforts that promote regional growth and strengthen strategic partnerships.
- Develop and implement outreach strategies that highlight Pierce County's strengths to attract regional, national, and international investment.
- Lead recruitment of high-value prospects in target industries such as life advanced manufacturing, technology, aerospace, maritime, logistics, and healthcare.
- Coordinate with regional partners to host prospects and delegations, ensuring exceptional customer service through organized tours and meetings.
- Plan and conduct domestic and international marketing trips; represent EDB at local and regional economic development events.
- Promote Pierce County as a top destination for families and investment by showcasing its cultural assets, natural beauty, and economic opportunities while supporting place-making and branding efforts.
- Cultivate and maintain relationships with national brokers, site selectors, and other partners to generate leads.
- Build and lead a high-performing, results-driven team; recruit, hire, and manage staff while fostering innovation, collaboration, and professional growth.
- Oversee departmental operations, set priorities, delegate tasks, monitor workflow, and evaluate staff performance.
- Prepare and manage the annual department budget, ensuring alignment with strategic goals and fiscal accountability.
- Coordinate with the CEO on local and state economic development legislation, initiatives, and incentives.
- Recommend and track key performance metrics to measure program success.
- Perform other related duties as assigned.

### **Qualifications, Knowledge, Skills, and Abilities**

#### **Education and Experience:**

Bachelor's degree in business administration, public administration, planning, economic development, commercial real estate development or a related field.

A track record of at least eight (8) years of experience in senior management and leadership success in driving economic development, preferably with experience in real estate, and commercial and industrial development. This can be substituted for an equivalent combination of education, training, and experience.

Certified Economic Developer (CEcD) or related training toward CEcD certification, or American Institute of Certified Planners (AICP) certification are preferred.

Prior supervisory experience a must.

**Special Requirements/Qualifications:**

Subject to work beyond the normal scheduled hours of work to include frequent evening and /or weekend meetings.

Travel outside of the area for meetings or conferences will be required.

We operate a hybrid work environment with four days in the office (Tuesday-Friday) and one day remote.

**Knowledge, Skills and Abilities:**

- Knowledge of economic development principles, including marketing, BRE, business recruitment, finance and incentive negotiations, and real estate development.
- Knowledge of locational and other requirements of business firms operating in the County as well as of possible expansion needs.
- Knowledge of media and other avenues of approach to business firms recruitment or expansion within the County.
- Conversant with land use planning, zoning, development and regulatory principles and process.
- Ability to evaluate business location needs
- Ability to communicate the EDB's program effectively, orally and in writing.
- Principles and practices of budget development, administration, and accountability, including funding sources impacting program and service development.
- Management principles and practices necessary to plan, analyze, develop, direct, and evaluate programs and staff.

**Competency Skills:**

This position requires a motivated individual who thrives in a fast-paced, collaborative team and brings the following qualities and skills:

- Strong strategic mindset with the ability to anticipate trends and apply best practices in economic development.
- Persuasive communicator who can inspire stakeholders, investors, and the community.
- Passion for driving positive, inclusive growth and empowering communities.
- Ability to establish sound financial and administrative systems and controls.
- Skilled at managing multiple projects accurately and efficiently under tight deadlines.

- High integrity, creative problem-solving, and strong analytical skills to develop innovative programs.
- Excellent verbal and written communication skills, with the ability to convey complex ideas clearly to diverse audiences.
- Discretion in handling confidential information.
- Proficiency with standard office equipment and business software, including Microsoft Office Suite.

### **Salary Range**

The hiring salary range for this position is \$137,196.00 – \$167,684.00, commensurate with experience and/or education.

This exempt position is eligible for a complete benefit package:

- Comprehensive Medical, Dental and Vision Insurance
- Group Life, AD&D, and LTD Insurance.
- SEP-IRA Contributions
- 11 Paid Holidays
- Paid Vacation and Sick Time
- Wellness/Personal Days
- Paid Parking / Transit Card
- Professional Development / Trainings / Conferences

### **Additional Information**

#### **Physical Demands**

The work is sedentary with frequent periods of physical activity and is performed in office surroundings. Typical positions require workers to walk to stand for long periods; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp, and turn objects; and use fingers to operate computer or typewriter keyboards; and requires the ability to speak normally and to use normal or aided vision and hearing.

#### **Work Environment**

Principal duties of this job are performed in a general office environment.

### **TO APPLY**

Please submit a resume and cover letter to [info@edbtacomapierce.org](mailto:info@edbtacomapierce.org). Applications submitted without a cover letter will not be considered. Applications accepted until **January 7, 2026**.