

Columbia Economic Development District

Job Description:	Executive Director
Position:	Exempt

Job Summary

This leadership position manages a federally-designated economic development district in NW Oregon focusing on the economic growth and resiliency of the region. Col-Pac includes the coastal Clatsop and Tillamook counties, Columbia County along the Columbia River and western Washington County adjacent to the Portland Metropolitan area.

The Executive Director reports directly to the Columbia-Pacific Economic Development District Board of Directors.

Essential Functions

- Support the retention and expansion of NW Oregon’s business community by working with the region’s local economic development agencies to identify needs for gap financing and opportunities for clustered business activity.
- Work with local agencies and the North Coast Regional Solutions Team to develop public infrastructure to support business development. Connect local projects with federal funding opportunities.
- Coordinate and “cross pollinate” work being done to address region-wide issues such as the need for workforce housing.
- Develop, implement and update NW Oregon’s Comprehensive Economic Development Strategy (CEDS).
- Provide leadership support for NW Oregon’s transportation system by managing the NW Oregon Area Commission on Transportation, and the NW Oregon Transit Alliance.
- Work to enhance the resiliency of the region to both natural and economic disasters through development of local business recovery resources.
- Communicate NW Oregon regional economic development activity and funding opportunities.
- Support local needs for grant management and strategic planning.
- Attend and participate in a local, regional and state workshops, seminars and meetings; serve on business related committees and advisory boards such as the Oregon Economic Development Districts.
- Manage the Board of Directors, providing ongoing communications, reporting and opportunities for strategic engagement with the regional economic community.
- Maintain the financial viability of Col-Pac, including ongoing budget management and grant management and reporting.
- Manage Col-Pac staff and consultants.
- Other duties of a similar nature as assigned.

Mandatory Qualifications

- Bachelor's degree from an accredited college or university in a business-related field required and at least five years of experience related to economic, entrepreneurial, workforce or employment. A Master's degree is preferred.
- Ability to form partnerships and work effectively with local, regional, state and federal officials, civic organizations, representatives from business as well as individuals.
- Knowledge of general business principles and economic functions as they relate to business profitability, available locations, loan, and financial resources.
- Ability to lead regional efforts in pursuing economic growth
- Knowledge of community planning
- Ability to diagnose economic conditions, gather information, plan, coordinate, and analyze research projects necessary for carrying out economic development, small business development, recruitment and retention.
- Proficiency with standard software programs, especially business accounting, spreadsheet and social media applications.
- Ability to prepare, monitor, and report on operational and grant budgets.
- Ability to research and write reports and presentations, including grants.
- Ability to supervise employees included assigning work, monitoring programs and outcomes, and conducting performance appraisals.
- Excellent communication and interpersonal skills.
- Ability to pass and maintain credit and criminal background checks

Special Requirements

Possession of a valid driver's license and ability to travel to remote areas of the region in performance of the job.

Physical Requirements

While performing the duties of this job, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The job requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, motorized vehicle and standard office equipment.

Working Conditions

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Job requires frequent extensive travel and occasional evening meetings.