



About us.

Founded in 1981, Economic Development for Central Oregon (EDCO) is a non-profit organization supported by private and public members and stakeholders. Our mission is to strengthen communities by creating opportunities that generate new revenue and family-wage jobs. Guided by our vision to be the catalyst for economic prosperity for all, EDCO works to recruit new employers to Central Oregon, support entrepreneurs in starting new, scalable businesses, and help existing companies grow and expand.

MOVE. We attract and guide outside employers through the relocation process as a resource for regional data, incentive, talent, site selection, and more.

START. We mentor and advise scalable young companies from concept to exit on issues such as access to capital, critical expertise, and strategy.

GROW. We partner with local traded-sector companies to help them grow and expand.

EDCO currently has a staff of 14 professionals and an annual operating budget of \$2.1M. We are overseen by a Board of Directors comprised of more than 40 local community leaders and business executives.

Where you get to live.

Central Oregon is the three-county region of Deschutes, Crook and Jefferson Counties, located in the shadow of the Cascade Mountains and home to numerous lakes and rivers. Central Oregon is an outdoor enthusiast's paradise. Check out the sights and sounds of Bend at: <https://vimeo.com/200038114>.

About the role.

The Bend Area Director will assist EDCO and local leaders to execute the plans and programs of business retention/ expansion and recruitment and thereby assist local companies in creating or retaining primary employment for the purpose of growing and diversifying the local economy. The Director is responsible for working to assist in projects, initiatives and local and state policy development that directly or indirectly make the area a friendly and competitive place in which to do business. This position works in coordination with and complements the work of the City of Bend's Economic Development Division and contracted scope of work.

The ideal candidate has:

- The genuine desire to help companies add jobs and capital investment to the Central Oregon economy.
- Organizational and administrative skills to manage independent workflow that includes multitasking and timely/consistent follow-up.
- An authentic communication style, a commitment to building lasting, trusted relationships, a service-oriented personality, and holds confidentiality in high regard.
- The ability to advocate for business needs and the intelligence to professionally navigate public/private partnerships.
- Experience in a field pertinent to the companies we serve (e.g. manufacturing, real estate development, bioscience, finance, workforce development).
- The ability to assess client company needs, develop possible solutions, execute a plan, and deliver results.
- A desire to learn, research best practices and exercise continuous improvement and wherewithal to grasp technical concepts such as Enterprise Zone statutory requirements.
- The following characteristics: Hungry (a strong desire for growth, achievement, and success), Humble (being modest, open-minded, and willing to learn from others, regardless of one's role or experience level) and Smart (ability to apply strategic thinking, emotional intelligence and problem-solving skills).

Key responsibilities

Supporting job creation includes:

- Coordinating the retention/expansion program, which includes building relationships with business owners and managers, adding value and providing necessary follow-up, conducting client visits, generating correspondence, responding to information requests and proposals, and conducting research.

- Supporting and/or managing incentive programs including but not limited to the Bend Enterprise Zones, Opportunity Zone, Site-Specific Tax Increment Financing, Deschutes County Forgivable Loan Fund.
- Recruiting and qualifying prospective leads/employers to solve problems and serve as a facilitator to help meet their needs.
- Collaborating and communicating with local, regional, state, and federal business development organizations and referring clients to other resources when appropriate.
- Maintaining a proprietary database for primary and prospective employers, resources and members.
- Collaborating with partners on initiatives like workforce development, infrastructure and utilities, and industrial land readiness that support job creation and retention and business growth.
- Building and maintaining relationships with Bend City Council members, Bend City Staff and local business leaders.
- Working with EDCO staff to oversee and update annual data collection for the *Central Oregon Profile*, EDCO website and other marketing or informational digital or printed materials pertinent to the program.
- Tracking and reporting outcomes (e.g. expansions, relocations, job creation, job retention, capital investment) for the EDCO Board of Directors, City of Bend and Bend Economic Development Advisory Board as required.
- Attending local, regional, state, national meetings/trade shows on behalf of the organization and community as needed.
- Building and maintaining a broad and active pool of referral resources ready to assist companies that we serve.
- Coordinating with EDCO CEO to develop annual budget for the Bend Economic Development program.
- Completing special projects or tasks assigned by the EDCO CEO and/or EDCO Sr. Director of Business Development.

Immediate Supervisor:

EDCO Sr. Director of Business Development. Guidance for program will also be provided by the City of Bend Economic Development Division.

To apply:

For confidential consideration, please submit a cover letter and resume to [Karen Turner](#), Managing Director of Specialized Recruiting Group, an Express Employment Professionals company. Be sure to include information on a similar role/project that shows how you could be successful in this position.

Economic Development for Central Oregon is an AA/EEO Employer and complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.