



Director of Events and Community Relations

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

Bend, Oregon is located in the shadow of the Cascade Mountains and surrounded by 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 Director of Events and Community Relations is a public, outward-facing role designed to share broadly how EDCO's efforts benefit the Central Oregon region through events, Board meetings, marketing, branding, and culture. The role is responsible for designing, implementing and delivering valuable, quality and engaging experiences both internally and externally. Bring your creativity as there is room for additional event programming. This is an excellent chance to make an impact within the Central Oregon business community.

The ideal candidate:

- Has proven success in previous events, sales and/or business development roles.
- Understands that "one size doesn't fit all" in terms of outreach and messaging and can adapt as needed to effectively deliver the EDCO message appropriately to a wide variety of audiences.
- Possesses personal characteristics like authenticity, a strong work ethic, a desire to learn, humility, accountability, resourcefulness, dependability, emotional intelligence, and creativity for new ideas for events.
- Has strong written and oral communication skills, can think on their feet, is a self-driven manager, can manage priorities, is organized, and has excellent follow-through.
- Is familiar with the Central Oregon business community and has a strong motivation to advance EDCO's mission to strengthen the region's economy.
- Thrives in a collaborative, fun, yet professional team environment where an "all hands-on deck" approach is key to the organization's success and culture.
- Has familiarity with and an aptitude for CRM (Client Relationship Management) systems, Microsoft Office suite of programs, event tracking software (e.g. Eventbrite), and email marketing tools (e.g. Constant Contact), among other software platforms.

Key responsibilities:

- Plan, manage and produce events that support the greater mission and objectives of organization (i.e. measurable ROI)
 - Plan – Create/coordinate annual events calendar in conjunction with local EDCO programs, develop programming, secure speakers, etc.
 - Manage – Develop event budgets (create anticipated vs. actuals P&L's), negotiate vendor contracts, ensure profitability, etc.
 - Produce - On-site event management (i.e. run of show), promote and market events in coordination with Director of Marketing & Communications and Administrative Assistant/Marketing Coordinator (copy/design/proofing of promotional materials, script writing, etc.)

- Generate activity reports for the Board and CEO on a quarterly basis related to Key Performance Indicators.
- Support execution of EDCO Board meetings by managing logistics including identifying/securing venues, concessions, technology and AV, recommend content as needed, etc.
- Build a broader EDCO brand by advocating for and promoting the organization when meeting with members, stakeholders, partners, etc.
- Increase event attendance and EDCO followers by bringing the business community together which, in turn, advances EDCO's mission of strengthening the regional economy.
- Coordinate team gatherings to celebrate wins, birthdays and team building activities.
- Other duties as assigned.

Immediate Supervisor:

EDCO Sr. Director of Revenue.

To Apply:

For confidential consideration, please submit resume to Sam Lambert: sam@midoregonpersonnel.com or call 541-382-0445.

EDCO provides equal employment opportunities to all applicants and employees and does not discriminate based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.