

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 work

Jefferson County is in the shadow of Mt. Jefferson in the Cascade Mountains range, surrounded by numerous lakes and rivers. Central Oregon is an outdoor enthusiast's paradise.

About the role

The Jefferson County 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 activities that directly or indirectly make the area a friendly and competitive place in which to do business. This position complements the work of Jefferson County and the communities of Madras, Metolius, Culver, and Crooked River Ranch.

The ideal candidate has:

- The genuine desire to help companies add jobs and capital investment to the Central Oregon economy.
- Organizational skills to enable multitasking and timely/consistent follow-up.
- An authentic communication style, a commitment to building relationships, the ability to adapt, and a service-oriented, resilient personality.
- The ability to think outside the box to solve problems and professionally navigate public/private partnerships.
- The ability to assess client company needs, develop possible solutions, execute a plan, and deliver results.
- The wherewithal to grasp technical concepts, research best practices and exercise continuous improvement.

Key responsibilities

Supporting job creation includes:

- Coordinating the retention/expansion program and supporting start-up development, 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.
- Developing a marketing plan to recruit and qualify prospective leads/employers and serving as a facilitator to help with their needs.
- Collaborating, coordinating and communicating with other local, regional, and state business development organizations. Referring clients to other organizations or agencies when appropriate.
- Maintaining a database for Jefferson County primary and prospective employers, resources and members.
- Working with EDCO to oversee and update annual data collection for the Jefferson County *Profile*, EDCO website and other marketing or informational digital or printed materials pertinent to the program.
- Having or obtaining knowledge of grants and resources available and the ability to connect businesses and community partners to the right programs and organizations.
- Assembling, facilitating and managing a local Economic Development Advisory Board and working with them alongside City and County officials and other stakeholders to develop, facilitate and deliver an economic development strategy.

- Generating activity reports for the EDCO Board of Directors, Cities, County, and local Advisory Board as needed/requested.
- Moving strategy into action by coordinating partners, identifying resources, advancing priorities, and supporting implementation.
- Managing, marketing and maintaining business client and incentives file system and any associated documentation such as materials related to the Jefferson County Enterprise Zone program.
- Attending local, regional, state, national meetings/trade shows on behalf of the organization and community.
- Coordinating with EDCO CEO to develop annual budget for the Jefferson County 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 development and implementation will also be provided by an Economic Development Advisory Board comprised of local community members.

To apply:

For confidential consideration, please submit your application to Mid-Oregon Personnel Services [here](#), or call 541-475-7640. Please include a cover letter and resume all in one document (Word/PDF) and include information on a similar role/project that shows how you could be successful in this role.

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.