

## Vice President of Economic Development

Economic Alliance Snohomish County (EASC) is seeking a candidate to help sustain and grow businesses in Snohomish County in Washington state. Located just north of Seattle (the southern gateway to Snohomish County), Snohomish County is the most economically diverse county in the region, globally connected, and widely recognized as the place to be. Our ideal candidate will have a working knowledge of our regional economy, have a network of established partners in the private and public sectors, will have excellent foundational skills in economic development, and is ready to bring a buzz to our region.

The Vice President of Economic Development will increase our economic development capacity. This position supports current and future Snohomish County employers in their efforts to maintain and grow their business, Business Retention and Expansion (BRE). EASC serves as the lead in Snohomish County. In addition, this position will engage in our county and regional efforts to recruit companies searching for new locations.

Economic Alliance Snohomish County (EASC) is a private non-profit partnership of the private and public sectors dedicated to a strong business climate, regional growth, economic prosperity, and diversity. We are a countywide chamber of commerce and economic development organization with a membership of over 400. Our Board of Trustees is comprised of leaders from across the county. We are the Associate Development Organization for the Washington State Dept. of Commerce.

The ideal candidate will have excellent foundational skills and experience in economic development. A successful candidate will have knowledge of the state and regional economy with a developed network of contacts in the private and public sectors.

EASC offers a competitive compensation package.

**SUBMITTAL REQUIREMENTS:** Please send a cover letter and resume to [garryc@economicalliancesc.org](mailto:garryc@economicalliancesc.org) No phone calls please.

**SUMMARY:** Under direction of the President/CEO, this position has two primary work programs; develop and implement an expanded business retention and expansion strategy (BRE) and develop/implement a business recruitment program.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to operate in a performance-based culture focused on metric driven outcomes. In addition, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **BUSINESS RETENTION AND EXPANSION (BRE)**

- Working with economic development professionals throughout Snohomish County, develop and maintain a database of significant employers at the city and county level. Direct a coordinated employer-outreach process of in-person and virtual meetings and teleconferences

in order to identify and summarize those issues with immediate and longer-term impact on employer operations. Establish metrics to measure success.

- Advocate for solutions to business climate and regional growth issues identified during employer outreach and from other sources.
- Support local companies by providing information, introductions and resource referrals which respond to the requirements of expansion projects or issues that are impeding business growth.
- Serve as convener of the Economic Development Professionals (ED Pros), representing the economic development staff working for cities, port districts and Snohomish County. The Pros are a tool to share best practices and address shared concerns.
- Work closely with EASC small business programs (Procurement Technical Assistance Center, Small Business Transportation Resource Center and SBA Small Business Development Center) to support the needs of start-up, small and disadvantaged business enterprises.

## RECRUITMENT

- Serve as the primary point of contact and response for business recruitment projects. Manage the proposal process in response to Requests for Proposal/Information (RFP/I) from all sources.
- Maintain a strong CRM and project management system to track existing and potential investment opportunity relationships.
- Provide information on the EASC website that addresses a broad range of topics of interest to site selectors and corporate real estate executives performing early-stage location studies.
- Maintain memberships in industry associations aligned with target industries to remain current on industry trends and for networking/lead generation purposes. Attend trade shows independently and jointly with partner organizations to generate leads.
- Network with regional international organizations to develop Foreign Direct Investment (FDI) opportunities.
- In addition to industry events, attend regional events on behalf of EASC with the goal of elevating the organization's visibility and forging partnerships to increase investment in Snohomish County.
- Collaborate with Greater Seattle Partners to support their regional marketing /branding efforts.

## OTHER

- Develop and maintain meaningful relationships with private and public, local and national strategic partners to augment the efficacy of EASC's workplan.
- Manage EASC's Associate Development Organization (ADO) relationship with the WA State Department of Commerce.
- Secure and maintain board seats in organizations key to EASC program efforts.
- Administrative functions which support the overall operations of EASC.

## SKILLS AND KNOWLEDGE:

- Take ownership and accepts responsibility for entire work scope. Move tasks through to completion with minimal supervision.
- Flexible with excellent change management skills.
- Strong interpersonal, analytical and management skills.
- Strong working knowledge of Microsoft Office products including Word, Excel, and PowerPoint as well as web development and social media tools (Twitter, Facebook, LinkedIn).
- Working knowledge of CRMs, preferably Dynamics
- Understanding of private sector business practices, particularly international business.

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in business, economics, planning, real estate or equivalent coursework is required. Coursework at the Master's level is advantageous. Ten years work experience is preferred as is a global perspective to business and culture.

**COVID-19 CONSIDERATIONS:**

EASC will follow Governor Inslee's guidelines for business operations throughout the on-going challenge of working through the pandemic. Much of this work will be done remotely and EASC will provide equipment accordingly. When work needs to be done in-person, including but not limited to in-person meetings and administrative tasks, safe practice guidelines will be followed. EASC currently requires all staff to show proof of vaccination as a condition of employment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

While performing the duties of this job, the employee will be required to sit; use their hands and arms; and talk or hear; and focus on objects close up. The employee will also be required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee may be required to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**ENVIRONMENT:**

Normal business office conditions generally prevail. The noise level is usually low to moderate. Employee may be working in a cubicle, enclosed office, or open area. Floor may be carpeted or bare.

**EMPLOYER'S RIGHTS:**

This job description is not a contract for employment and either party may terminate employment at any time. The job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Economic Alliance Snohomish County reserves the right to revise the job description at any time.

Economic Alliance Snohomish County is an Equal Opportunity Employer.