**COMMUNITY DEVELOPMENT MANAGER, Full time, permanent – EXEMPT** (updated 6-2019)

**Organizational Fit:** Reports to **SO**REDI Executive Director

**Purpose:**

To promote business development through recruitment, and special outreach projects, representing SOREDI and its members in a professional manner, demonstrating understanding of issues with supporting documentation, while communicating clearly and concisely, and being sensitive to varying political opinions.

**Responsibilities:**

1. **Community & Business Development**

* Maintains accurate, timely data in the SOREDIclient management database.
* Engages local partners, communities, and businesses regularly to identify concerns, needs and opportunities for growth and expansion.
* Maintains inventory of commercial and industrial properties in the region and works with brokers/developers to promote Southern Oregon properties consistently and professionally.
* Updates as needed portfolio of virtual buildings for the region.
* Facilitates pertinent regional committees consisting of developers, brokers, planners, and related professionals.
* Assists Executive Director and Business Development Manager with pertinent projects related to Business Recruitment, Retention and Expansion, as requested.

1. **New Business Attraction & Relocation Assistance**

* Responds to recruitment leads from a variety of sources, including Business Oregon, private marketing firms, site selectors and others. Process includes preparation of thorough submission proposals promoting the value proposition of the region as well as addressing specific questions/concerns raised in the request.
* Initiates outreach calls to cultivate new leads for potential expansion or relocation, such as attending industry trade shows, or visiting principals of prospect companies at their headquarters location.
* Organizes and manages tours for site selectors and/or prospects to include relevant community and business contacts, real estate agents, planners, influential leaders and points of interest. Details include travel arrangements, accommodations, meals and itinerary.

1. **Communication**

* Communicates **SO**REDI established vision, mission, objectives, and key initiatives, to local communities, counties and economic development related organizations, and other pertinent and interested organizations.
* Communicates frequently and effectively with SOREDI staff to accomplish team objectives.
* Assists Communication Manager in the development of promotional materials and projects as needed relative to regional demographic profile and business profiles.
* Coordinates schedule as necessary with other pertinent, staff schedules.

1. **Project Management**

* Manages various internal projects and initiatives pertinent to established goals and priorities including SOREDI Quest and Crown Dinners.
* Participates in development of event programming and potential fundraising initiatives with other staff members.
* Works in coordination with community-based economic development organizations to identify, support, and coordinate pertinent efforts compatible with SOREDI’s mission, vision and goals.

1. **Public and Interagency Interaction**

* Develops and delivers SOREDI presentations, with respect to pertinent and applicable business and community development activities, with content review by business development staff and artistic review by SOREDI Communications & Marketing Manager.
* Participates on selected and pertinent external committees as discussed with Executive Directors.
* Promotes SOREDI membership among private businesses when appropriate.

**Requirements for the Position**

* Bachelor’s degree or equivalent college degree and/or demonstrated experience in an economic or business development field. Specific academic, technical courses or specialized training in economic development such as provided by professional development organizations in the area of economic development.
* Demonstration of strong oral and written communication skills.
* Demonstration of active listening and negotiation skills.
* Professional demeanor and appearance.
* Demonstration of acute attention to detail.
* Demonstration of strong organizational skills.
* Proficient use of Microsoft Office Suite including Word, Excel, Outlook, and PowerPoint
* Minimum 2 years of work related experience.
* Effective time management.
* Ability to attend work regularly, Monday-Friday and travel on occasion.
* Must have personal transportation and driver’s license available to travel regularly within the SOREDI region.