**Snake River Economic Development Alliance, Inc.**

**Recruitment Notice for Executive Director**

**July 2021**

Snake River Economic Development Alliance, Inc. (SREDA) is a non-profit, private-public partnership that markets the Western Treasure Valley region of Washington and Payette Counties, Idaho, and Malheur County, Oregon. SREDA is an investor supported organization dedicated to diversifying and strengthening our regional economy by assisting existing businesses and attracting new investment and living wage jobs.

**SREDA is seeking a qualified candidate for the position of Executive Director.**

**POSITION SUMMARY**: This position performs a wide range of activities related to economic and community development such as developing, implementing, and coordinating business development, expansion, retention, relocation, and marketing activities. A high degree of human relations skills is required to promote economic development programs, establish credibility, and gain cooperation and active involvement from potential program participants. This position works under the direction of the SREDA Board of Directors, SREDA Executive Board and the larger Membership Board.

**Office Location**: Ontario, Oregon

**Position Type**: Full-time/Salaried (40+ hours/week)

**Salary/Wage**: $41,600 - $49,920/Annual ($20-$24/hourly) DOE

**APPLICATIONS DUE:** July 21, 2021 at 5 pm (Mountain time) **(applications accepted by email or US mail):**

**To apply, please submit your resume’ and cover letter to:**

**Kit Kamo, Executive Director**

**650 College Blvd.**

**Ontario, OR 97914**

**kkamo@tvcc.cc**

**208.230.5214**

To learn more about SREDA, visit the website at [www.snakerivereda.com](http://www.snakerivereda.com)

If you have questions, please contact Kit at 208.230.5214.

**DUTIES AND RESPONSIBILITIES:**

* Develops and administers a comprehensive economic development workplan for SREDA. The workplan will be reviewed by the board annually.
* Develops and maintains supportive relationships with other local, regional, and state economic development organizations, existing businesses, chambers of commerce, and real estate networks to market the Western Treasure Valley.
* Works closely with agencies such as the Small Business Development Center (SBDC) on outreach programs for new businesses and entrepreneurial development.
* Conducts Business Retention and Expansion (BRE) visits to regional businesses to assess business climate issues and concerns. Assists with business expansions.
* Participates in local and regional committee and boards addressing business issues and concerns.
* Performs various familiarization tours and site visits for prospective new businesses. Coordinate site visits with city, county, utility and other partners.
* Maintain and regularly update community profile and demographic information. Work with State Economists for regional data.
* Work with each community to provide site locations and infrastructure information to potential business. Help update and maintain Oregon Prospector and GEM State Prospector with available properties. Contact business owners to verify potential sites are for sale.
* Prepare news releases and work with media to promote strong coverage of economic development.
* Develop and implement marketing strategies to attract businesses and industries to expand economic opportunities, consistent with SREDA’s strategic and comprehensive plans.
* Gather, compile, maintain and organize demographic, economic and financing resource information. Assist in connecting SREDA partners and businesses.
* Research sources of possible federal and state funding consistent with SREDA regional goals and objectives.
* Perform all work duties and activities in accordance with SREDA policies, procedures, and safety practices.
* Respond to information requests in a quick, courteous, professional, and diplomatic manner.
* Contact commercial, industrial, and manufacturing companies for potential relocation to the region.
* Attend civic and public meetings for the purpose of explaining various economic development projects and proposals and coordinate efforts of citizen participation groups in developing related plans and proposals.
* Provide information and receive input from the cities and counties on a minimum of once per year and as needed.
* Prepare correspondence, presentations, and reports. Prepare letters of support for agencies and partners as requested.
* Perform other activities as required by the Board, the Annual Work Plan, and SREDA bylaws.
* Support tourism efforts in the region. Promote all activities at the Southwest Idaho Visitor’s Center, I-84 East Bound, exit 1. Oversee the state MOU, request and distribute funds, and hire staff for the center.
* Administer and maintain the SREDA accounting system, prepare monthly financial statements for the board, prepare semi-annual financial statements for the State of Idaho (Rural Pro Program), prepare all state and federal documents required of a non-profit, follow safe accounting practices, apply and maintain all reporting requirements for grants and other funding sources, and other general administrative duties as required for the organization.
* Attend trainings and trade shows as deemed appropriate by the Board and that follow the SREDA scope of work and targeted industries.

The candidate will show their ability in the following areas:

**KNOWLEDGE, SKILLS AND ABILITIES:**

· Public relations and marketing;

· Economic development and community development;

· Office operations and administrative support functions;

· Familiarization with federal, state, county, and city incentives for economic development;

· Modern office procedures, practices, equipment, and software, including but not limited to Word, Excel, Microsoft Office, Weebly website updates, and Quickbooks online.

**ABILITY TO:**

· Follow written and oral instructions;

· Communicate clearly and concisely both orally and in writing;

· Must have and demonstrate effective social networking skills and abilities;

· Ability to work under pressure and meet deadlines and interact in a friendly manner with all audiences;

· Establish and maintain effective working relationships with government officials, agencies, business organizations, lending institutions, civic groups, educational institutions, media, and others;

· Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties.

**EDUCATION/EXPERIENCE:**

· High school diploma or GED equivalency is required, supplemented by courses in marketing, economic development, communications or public relations or a related field; and

· Preferably two years’ experience working in an economic development organization, or in marketing; and experience in business recruitment and economic development programs; and

· Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**SPECIAL QUALIFICATIONS:**

· Driver’s license is required.

**ESSENTIAL PHYSICAL ABILITIES:**

· Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate with others in person and by telephone.

· Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, written and text documents, blueprints, and diagrams.

· Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and to make adjustments to equipment.

· Sufficient personal mobility, agility, strength, and physical reflexes, with or without accommodation, which permits the employee to work in an office environment, tour work sites and businesses, attend trade shows, and work flexible hours.

**Special Notes**

SREDA is an Equal Opportunity Employer. SREDA provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. The successful candidate will be required to adhere to all SREDA policies and procedures.

SREDA will afford a preference to employment of veterans of the U.S. Armed Services in accord with provisions of Idaho Code §65-502 or its successor. In the event of equal qualifications for an available position, a veteran or family member who qualifies for preference pursuant to Idaho Code §65-502 or its successors will be employed.

SREDA will afford a preference to candidates living in the SREDA service area of Washington and Payette Counties, Idaho and Malheur County, Oregon.