



COMMUNITY DEVELOPMENT CORPORATION OF OREGON

Job Description

Job Title: Economic Development Director

Reports To: Executive Director

FLSA: Exempt

Work Location: Hybrid

Summary: Leads a complex and varied portfolio of programs and statewide initiatives that create ladders for climbing from poverty to prosperity. Performs difficult professional level management, leadership, collaboration, budget, mentoring, research, events, strategic and special projects management, policy development and administrative functions. Works internally on program initiation and management, and externally on stakeholder relationships and partnerships. Participates with other director-level teammates in the general management of the organization.

Essential Duties and Responsibilities

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Supervises the existing programs East County Business Bridge, Rockwood Food Systems Oregon Capital Access Network, Oregon Community Reinvestment Act Collaborative, Coalition, Flourishing Community Conference, Leadership Development Cohort, and Rockwood English Language Institute.
- Creates new programs in Workforce Development.
- Nurtures and initiates collaboratives relationships – both internally and externally – to deliver all program outputs.
- Manages budgets, human resources, and stakeholder relationships within corporate guidelines, schedules, and requirements.

- Grows existing programs and initiatives, and creates new ones, by performing market gap analysis, developing funding sources, creating collaboratives, defining program-level mission and vision, defining the initial and the long-term scope, developing the logic model, launching, measuring results and improving processes.
- Provides thought leadership to statewide governmental, business, capital, educational, health care, faith community, media and social services sector leaders.

Qualification Requirements

To perform this job successfully, 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.

- Proficiency with the business processes that governmental units and major philanthropies use: funding requests, accounting rules, grant management, relationship management.
- Excellent writing, presentation and spreadsheet skills
- Ability to initiate and grow relationships with external stakeholders and collaborative partners.
- Ability to work in a multicultural senior management team and with multicultural communities.

Education and/or Experience

- Undergraduate degree required; masters degree in business, community development, administration or similar preferred
- Minimum of 10 years of professional employment in increasingly responsible areas of business, economic development, community development, or government.

Special Skills

- **Computer Skills-** Experience in learning new software programs and systems quickly and the ability to instruct others in use.
- **Language Skills-** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively

present information and respond to questions from groups of managers, clients, customers, and the general public. Spanish language skills very helpful.

- **Mathematical Skills**- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability**- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Internal & External Customer Service** - Responds promptly to customer needs; Solicits feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Experience with public presentations & meetings facilitation & participation.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a

positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Diversity** - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Uses equipment and materials properly.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events. (Delete, duplicative)

- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. (Covered in professionalism; delete duplicative)
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel, talk and listen.
- Specific vision abilities required by this job include:
 - Close vision (clear vision at 20 inches or less)
 - Distance vision (clear vision at 20 feet or more)
 - Color vision (ability to identify and distinguish colors)
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- The employee may occasionally lift up to 25 lbs.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate, similar to that of a busy office.