

Title of Position: Director of Business Support and Development

Reports To: President and CEO, Beaverton Area Chamber of Commerce

Employment Status: Exempt

RELATIONSHIP:

The Chamber's Director of Business Support and Development will serve as the primary staff for the Chamber's economic development partnership with the City of Beaverton (IMPACT*Beaverton). He or she will report to the President/CEO of the Beaverton Area Chamber of Commerce. He or she, with the President/CEO, will report progress, milestones and achievements regularly to our partners in the Community Development Department and Economic Development Division at the City of Beaverton.

JOB DESCRIPTION:

The Director of Business Support and Development is responsible the implementation and execution of business retention and growth strategies, and programs as outlined in the IMPACT*Beaverton strategic plan. This includes but is not limited to developing Attraction Action Teams (peer to peer involvement in retention and recruitment), Industry Innovation Roundtables (convening targeted industry clusters for networking and sharing best practices), conducting Business Walks, the development of an online business "toolkit" to promote doing business in Beaverton and more.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Include but not limited to the following:

- Responsible for leading the partnership IMPACT*Beaverton to become the region's most effective and influential source for business retention, expansion and attraction while supporting the goals and strategies for economic development team at the City.
- Staffs the Chamber's IMPACT*Beaverton advisory committee
- Coordinates the annual workplan for IMPACT*Beaverton in conjunction with the President/CEO.
- Develops, executes and assess educational programming for business in the City of Beaverton.
- Tracks and communicates outcomes to the board, our partners, community and other identified stakeholders.
- Provides technical assistance to the Economic Development City staff by providing analysis, research and information on best practices in Chambers and other partnerships, tools and resources for potential implementation in Beaverton.
- Represents businesses on behalf of the Chamber and IMPACT*Beaverton at various City, County, Metro and other economic development meetings as determined.
- Participates with the Chamber departments to recognize opportunities and threats to the organization. Works with the teams to develop strategic actions for the opportunities and threats as identified.
- Develops marketing materials for all programming and provides weekly submissions for the Chamber's weekly eNews.
- Responsible for coordinating and maintaining city business licensing records with the Chamber's internal membership database. Identify and work with businesses conducting business in the City to ensure city licenses are acquired.

KNOWLEDGE, ABILITY AND SKILLS:

The professional who serves as the Director of Business Support and Development must satisfy the criteria listed below. These skills are general in nature and therefore not inclusive of all attributes. It is

important to recognize that to do this job satisfactorily, the Director of Business Support and Development must be willing to travel within the Portland – Metro region, work non-traditional hours (including some evenings), and be willing to work the hours necessary to achieve the outcomes.

Ideally, the Director of Business Support and Development should:

- Have at least five years of work experience in a professional capacity in program management and developing business relationships. Direct economic development experience a plus.
- Have had to juggle all aspects of program and project development from start to finish with minimal assistance.
- Have a Baccalaureate Degree from a recognized college or university or relevant experience in lieu of such a degree.

PERSONAL CHARACTERISTICS:

- Demonstrated leadership skills and competency;
- Ability to build strong relationships with key stakeholders;
- Confident decision maker;
- Tenacious follow-through and organizational skills;
- Excellent verbal, written, analytical, and interpersonal skills;
- Positive and team-oriented individual;
- Ability to work on multiple projects, meet deadlines, organize and prioritize assignments.
- Be well versed and comfortable with Microsoft Office suite of products and

SALARY & BENEFITS:

- Salary: Base salary commensurate with experience
- Paid Time Off: 80 hours annually (negotiable depending on previous experience), plus holidays after completing the introductory 90-day period.
- Professional Development
- Health, Dental, and Vision Insurance: Provided to employee and available to dependents.
- Retirement: 401k with up to 4% employer contribution *
- Life Insurance: Provided *
- Long Term Disability Insurance: Provided *

*After completing one year of employment

HOW TO APPLY: Interested candidates should provide a cover letter that expresses their interest in the position, as well as their relevant experience and unique characteristics, and a detailed resume with salary requirements to:

Lorraine Clarno
Beaverton Area Chamber of Commerce
12600 SW Crescent St., Suite 160
Beaverton, OR 97005

Interested candidates may also email their letter and resume to Lorraine@beaverton.org