

Position Announcement/Description August 2021

Adams County Development Council Business Development Manager

MISSION: *“To enhance, retain and attract commercial, industrial and agricultural growth, development and diversity within Adams County and its cities, towns and ports.”*

Primary Function:

Under the direction of the Adams County Development Council’s Chairman and Executive Committee, the Business Development & Marketing Coordinator works for the non-profit Associate Development Organization (ADO), under the guidance and supervision of the Adams County Economic Development Director. Together, the team is responsible for all functions that result in workforce development, business recruitment, retention, and expansion. The Business Development & Marketing Coordinator is responsible for a variety of program work including board support, outreach, meeting and event coordination, promotion of the organization’s endeavors and an emphasis on assisting businesses in Adams County.

Application Process

1. All application information should be submitted to:
 - a. acdc_board@growadamscounty.comOR
At our website <https://growadamscounty.com/>
2. Applications must include the following:
 - a. Cover letter
 - b. Chronological resume
 - c. Three (3) professional references
 - d. Compensation requirements
 - e. Position is open until filled
3. A competitive salary and benefits package will be negotiated based on the applicant's history as well as the significant requirements, responsibilities and needed experience and qualifications for the position.
4. Adams County Economic Development Council considers applicants for all positions without regard to gender, race, religion, national origin, age, disability, marital or veteran status, sexual orientation, or other protected status.

Minimum Qualifications

A background in economic development, business, marketing, public relations, customer service or related field OR any equivalent combination of education and experience that provides the applicant with the required knowledge, skills, and abilities to fulfill the requirements established for this position.

Major Responsibilities:

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1. Assist in achieving the goals and objectives of the ACDC Board of Directors as identified in its strategic plan.
2. Lead the annual capital campaign in partnership with the ACDC Board of Directors to ensure stable funding for the organization.
3. Assist the Adams County Economic Development Director in the implementation of day-to-day economic development services and strategies to benefit the cities, towns, port district and unincorporated areas of the county.
4. Assist in establishing ACDC as the lead non-profit agency for business services.
5. Assist private industry, government, and the various communities to develop, implement and support economic retention, expansion and recruitment programs resulting in the creation of new living wage jobs.
6. Assist with annual recruitment of Investment Partners to support and fund ACDC's mission and annual operational expenses.
7. Represent ACDC in a professional manner at all time. This includes appropriate business attire as necessary.
8. Maintain a high level of confidentiality on behalf of the businesses seeking economic development services from ACDC.
9. All additional duties and tasks as assigned or required in the course of fulfilling the mission of ACDC.

Specific Duties and Responsibilities:

1. Board duties

- a. Communicate regularly with the Chairman, Executive Committee and the Board of Directors about ongoing activities and benchmarks pertaining to the strategic plan.
- b. Ensure ACDC functions within the limits of its budget and funding sources. Work directly with the ACDC Treasurer to ensure the board is accurately informed of all financial matters.
- c. Provide written monthly activity reports during the Board of Directors' regular meetings.
- d. Track all measurable data in accordance with WA State Department of Commerce reporting requirements.
- e. Create ACDC's annual report.
- f. Prepare, organize, and host the annual stakeholder meeting.
- g. Organize special events and fundraisers as deemed necessary.
- h. Maintain Board contact roster and notify all members of future meetings. Arrange for meeting location and set up as necessary.
- i. Arrange regular and special meetings as necessary. Prepare agendas, provide minutes and all necessary documentation, take minutes, and attend all ACDC meetings of the board.

2. Business/Industry Assistance

- a. Perform research and supply economic/demographic information to businesses, non-profits, government agencies and site selectors.
- b. Actively network with existing business and industry representatives, regularly updating ACDC's manufacturing survey/inventory.
- c. Arrange for business and workforce education courses for small business owners and industry as needed.
- d. Manage and update Existing Industry Inventory/Survey.

3. Marketing and Community Outreach

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- a. Maintain and regularly update the ACDC website with business and industry news from Adams County.
- b. Maintain a social media presence for ACDC to increase and raise awareness of ACDC's services and activities.
- c. Utilize print and electronic media when appropriate to advertise Adams County and ACDC's services.
- d. Establish working relationships with local and regional news media. Generate press releases and PSAs when appropriate.
- e. Participate in local, state, and regional organizations relevant to the ACDC mission and represent ACDC in public and private meetings.
- f. Develop marketing strategies necessary to promote board activities and attract businesses.

4. Office Administration

- a. Maintain all ACDC records, including in-kind documentation.
- b. Fulfill annual Washington State Department of Commerce ADO contract reporting requirements.
- c. Prepare reports as required by funders.
- d. Answer mail, email, and phone inquiries in a timely manner.

5. Required Knowledge and Abilities

- a. Ability to communicate, network and present effectively and meaningfully to the Board of Directors and other public and private entities. Strong public speaking abilities are required.
- b. Excellent written and verbal skills.
- c. Strong collaborative skills and ability to gain community-wide involvement to accomplish complex tasks.
- d. Proven ability to work with and coordinate public and volunteer boards. Ability to work with a large and diverse number of public and private interests and individuals.
- e. Knowledge of marketing and promotion techniques.
- f. History of community service and involvement.
- g. High integrity and ability to maintain confidentiality.

6. Work Environment

- a. Work is performed in a variety of environments both in and out of the office and may require considerable travel to and from meetings. Incumbent must, with or without accommodation, occasionally lift or move up to twenty-five (25) pounds, operate office equipment, and frequently stoop, bend, stand, sit and climb. Vision must be, with or without glasses, sufficient to read small print.

This job description is not all-inclusive and does not constitute an employment agreement between the employer and employee; and is subject to change as the needs of the employer and the requirements of the position change.