

SENIOR MANAGER, INVESTOR & MEDIA RELATIONS



ABOUT CREDC

The Columbia River Economic Development Council (CREDC) is the leading economic development organization for Clark County, working to advance the economic vitality of the region through business growth and innovation. CREDC's mission is to develop a strong, innovative business environment across Clark County in collaboration with over 150 private and public sector partners.

The CREDC team is a dynamic group of collaborative economic development practitioners working together to accomplish a common vision:

*Our vision is for Clark County to be recognized as one of the **most inclusive, healthy and amenity-rich communities in the country**. As a result, and with a continued **focus on growing a diverse base of community-minded employers**, talent (both inside and outside the region) sees greater opportunity here than anywhere else in the country.*

POSITION DESCRIPTION & PRIMARY DUTIES

CREDC is looking for a new teammate, who can be a strong contributor in the arena of investor and media relations. In this role, you will work with the team to facilitate seamless investor and board communications/interactions, assist in CREDC's pursuit of sustaining relevancy and traction with new and existing investor community members, and be the primary point of contact for media inquiries.

Stellar writing, proofreading, and verbal communication skills will be a cornerstone of your success. These skills will allow you to navigate swiftly, produce polished internal and external content, as well as generating and being responsive to media activity.

As part of your work, we will expect you to use and drive optimal performance through our web-enabled CRM. We love it and hope you will too!

Standout candidates for this position will exhibit strong initiative, find enjoyment in a collaborative team culture, and have some experience with project and campaign management.

The types of activities included in your portfolio will include:

- Liaising with CREDC's board and investor community
- Creating, editing, and disseminating content/communications that support CREDC's events calendar, including board activities, the annual investor meeting, board orientation sessions, and investor-only events
- Helping set and manage the annual calendar for board and community outreach activities
- Drafting press releases, and pitching media outlets

- Partnering on the development of outbound business recruitment marketing materials and messaging
- Participating in team-wide cultivation of investor and sponsor leads; and,
- Staffing CREDC committees as assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Strong passion for and understanding of CREDC's mission and vision
- Excellent organization and multitasking abilities
- Professional level written and verbal communication skills
- Capacity to manage and follow-through on projects to completion
- Client services standards that facilitate positive internal and external interactions
- Problem-solving abilities, and the instinct to "think fast"
- Lens for creating inclusivity and facilitating engagement
- Ease in working in a collaborative, open office environment
- Ability to think strategically and to receive feedback
- High proficiency with Windows-based systems and software (Word, Excel and Power Point or equivalent presentation development programs) and experience across social media platforms
- CRM experience is a plus, as are multi-lingual communication skills

ADDITIONAL REQUIREMENTS

- A valid driver's license
- Properly licensed and insured automobile, available for use during work hours and occasional evenings
- Some flexibility of schedule to include occasional night meetings and periodic domestic/international travel

COMPENSATION

Commensurate with experience. Anticipated starting salary from \$55-\$75,000. CREDC offers a competitive employee benefits package that includes medical, dental and vision insurance; employer-matched 401k plan; and a paid time-off package. This is a full-time, exempt position with a competitive benefits package. Employment is "at will."

APPLICATION DEADLINE

CREDC will be reviewing applications on a rolling basis until this position is filled, with review of applicants beginning at close of business, Monday, 5/17 . Please submit a cover letter, resume, 1-page writing sample, and 3 professional references* to Jennifer Baker at info@credc.org, with "Investor & Media Relations" in the subject line. *References will only be contacted *after* engagement with competitive candidates, and with the candidate's permission.