



CREDC

ECONOMIC DEVELOPMENT

COLUMBIA RIVER ECONOMIC DEVELOPMENT COUNCIL

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BUSINESS DEVELOPMENT SPECIALIST

ABOUT CREDC

The Columbia River Economic Development Council (CREDC) is the leading economic development organization for Clark County, Wash., 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.

We are a dedicated and welcoming group of professionals with diverse origins, professional backgrounds, and interests, seeking a new team member to expand our business outreach & marketing capabilities.

*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 sees greater opportunity here than anywhere else in the country.*

POSITION DESCRIPTION

The Business Development Specialist role is responsible for supporting team engagements with business and community leaders, building awareness of the opportunities Clark County presents for company investment in our thriving region. In the first 9 months, this position will be probationary, with the expectation that the individual in this role gains significant skill and decision-making capacity to be promoted to the Business Development Manager role.

Do you envision a career where you contribute to growing economic vitality daily? Are you motivated by impactful work that fuels advancement of industry? Are you energized by high levels of responsibility and community visibility? If so, the CREDC Business Development Specialist role may interest you.

The ideal candidate for the Business Development Specialist position is expected to grow and exhibit strong relationship building and analytical skills, a collaborative work style and high-level of professional judgement. The Business Development Specialist will work with BD team members to backstop contract requirements and serve traded sector businesses that sell goods and services outside of the region—including a strong focus on companies in the technology-enhanced manufacturing, life sciences and software development spaces.

A significant pillar of our business support work consists of liaising with executives to identify the tools and resources that will help surmount barriers to healthy, thriving business operations and expansion-readiness. The ability to ask smart questions, listen, assess, and swiftly bridge connections and resources will make you successful in this role. Stellar follow-through aptitude, high-level self-awareness, and sincerity is a must.

This is a full-time, exempt position with a competitive benefits package. Employment is "at will" with the first 9-months of the tenure in a probationary and expected advancement status.

PRIMARY DUTIES

- In consultation with CREDC team and relevant committees, leverage research and data to develop solutions utilizing CREDC's network of public and private partners to address challenges inhibiting business growth and expansion in Clark County
- Share and market CREDC services to business clients and community-at-large
- Support CREDC's contractual relationships, including client visit program, data gathering and reporting
- Support programming for CREDC events, including our signature Grow Clark County series and luncheons
- Other duties as assigned

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

We are eager to work with a candidate who can assess challenges through various points in the business cycle—someone with a strong ability to analyze, synthesize and propose sound and creative business solutions for team discussion. The ideal candidate is energetic, creative, has an innate collaborative work style, understands that economic development is a team effort and must be able to demonstrate the following qualifications:

- Two-four years of sales and customer service, or project management experience preferred
- Experience equivalent to, or attainment of, an associate degree in business administration, finance, public administration, or related field
- Passion for CREDC's mission and vision, with interest in relationship building and helping businesses thrive
- Ability to share CREDC objectives and land key messaging persuasively
- Trustworthiness in handling confidential business information with discretion
- Strong analytical skills and ability to analyze quickly and synthesize data
- Familiarity with startups and entrepreneurship programs is desirable
- Ability to adapt in a constantly changing environment, with a strong sense of initiative
- Capability to integrate across the team, working collaboratively with external stakeholders to achieve the goals outlined in the Clark County Comprehensive Economic Development Plan
- Excellent time management and strong verbal and written communication skills
- High proficiency with Windows based programs, including Word, Excel, and Power Point
- Must have a valid driver's license, properly licensed and insured automobile, available for use during work hours and occasional evening meetings/events
- Flexibility to include some domestic business travel

COMPENSATION

\$45,000-\$55,000 DOE. CREDC offers a competitive employee benefits package that includes medical, dental and vision insurance; employer-matched 401k plan; negotiated work from home flexibilities, and a paid time-off package.

APPLICATION DEADLINE

Please submit a cover letter (non-AI generated) and resume to Jennifer Baker at info@credc.org, with the subject header "2024 Biz Dev Specialist". Application materials will be reviewed on a rolling basis. **Thank you for your interest!**