JOB DESCRIPTION

Position: Executive Director
Status: Full-time, Exempt
Reports to: MEDP Board of Directors

POSITION SUMMARY: McMinnville Economic Development Partnership (MEDP) is a non-profit organization that supports McMinnville's traded-sector business community with business retention, expansion, and recruitment initiatives. The Executive Director (ED) will have overall strategic and operational responsibility for MEDP's programs, expansion, and execution of its mission. This position will help lead, nurture, and grow economic vitality in the City of McMinnville and will have a key role in helping to execute the Economic Development Strategies outlined in Mac Town 2032 The (The city's strategic plan). The ED will implement programs that effectively promote community economic development initiatives, while facilitating, communicating and being a liaison for various industry partners. This role will engage in activities that support job creation, business retention, new investment, talent attraction, workforce development, and supporting innovation and entrepreneurship in McMinnville.

Primary Duties and Responsibilities

- Actively engage with McMinnville Community and Economic Vitality Partners.

- Serves as a leader in Economic Development.

- Acts as a key point of contact for all community recruitment, retention, expansion, and business development programs. Meets with business inquiries and responds to requests for information, proactively supporting business needs for success.

- Foster and maintain relationships with site selectors, consultants, and project managers to help advance economic development opportunities for our community.

- Coordinate business development leads as well as healthy communication with the McMinnville Chamber of Commerce, McMinnville Industrial Promotions (MIP), McMinnville Downtown Association (MDA), Visit McMinnville, The City of McMinnville and other Partners, Investors and Developers.

- Supervises and supports staff and interns in a collaborative team environment.

- Leads the organization's communications strategy.

- Performs professional management and administrative work to keep the organization running smoothly.

- Regularly updates community profile and economic profile data as a business resource. Keeps data current on all state and partner websites and protocols. Conducts research for cost-of-living index comparison.

- Keeps the MEDP Executive Board informed on trends and conditions affecting local business growth and development. Provides advice and counsel to the MEDP Board and committee chairs as appropriate.

- Visits with Partners and/or Investors as needed to keep well informed on issues within the community. Develops close working relationships with Partners, Investors, Public Officials, Developers, and community.

Additional Responsibilities

- Represents MEDP in National, State, and Regional forums, committees, or advisory panels as necessary; Meets with appropriate House and Senate staff and committee staff to review Community issues and concerns. Meets with incumbent legislators and candidates to update them on Community issues related to growth. Ensures that MEDP Board views are effectively presented to the Governor and appropriate staff. Arranges meetings between local community partners and legislators or candidates as appropriate.

- Participates in organizations and meetings related to MEDP's Objectives.

- Work in conjunction with the Board of Directors to develop long-range plans for program expansion.

- Maintains an updated inventory of industrial sites and vacant industrial buildings and help facilitate marketing of these sites and buildings.

- Performs other duties as assigned by the MEDP Board of Directors

MINIMUM QUALIFICATIONS:

Education and experience
- At least two years' experience in economic development, public relations, community development, or business management.
- Bachelor's Degree, with a preference in Marketing, Business, Community Development, Public Relations, Public Administration, or a closely related discipline.
- An equivalent combination of experience and education may be qualifying.
- Professional certifications in economic development are encouraged but not required.

Special Requirements
- Driver's license valid in Oregon.
- Ability and willingness to occasionally work outside of and beyond standard work week hours.
- Ability to delegate tasks and rely on strengths of staff members and community partners.
- Reside in, or willing to relocate to McMinnville.

Knowledge/ Skills/ Abilities
- Ability to facilitate discussions on topics to arrive at consensus.
- Excellent interpersonal communication (verbal and written) and people skills.
- A passion for Economic Development, DEI, and Community Involvement.
- Proven management, planning and organizational skills.
- Creative, self-motivated with a customer-service mentality.
- Appreciation for and promotion of productive, relevant technology; budget-minded and cost-conscious

- Knowledge of local, county and state government.
- Aptitude for writing and managing grant applications.
- Ability to direct and manage financial budgets and goals.
- Excellent public speaking skills and being able to articulate and model principles and values of MEDP.
- Proficient in Microsoft Office Programs, Google, Zoom, and Social Media Platforms.
- Interacts well with legislators, managers the public and staff.
- Ability to think and react quickly, calmly, and professionally in stressful situations.

ADDITIONAL INFORMATION
- The job operates in a professional office environment and sometimes in a remote setting.
- This role routinely uses a computer and standard office equipment.
- Must be comfortable managing staff in hybrid work setting.
- Requires travel for training, meetings, and commuting to other locations.

Reporting Relationship

This position supervises the Program Manager and Communications Coordinator positions.

HOW TO APPLY
Please submit a cover letter and resume via email to: Marci Humlie at meh@mc-power.com

The omission of specific duties does not exclude them from the position if the work is similar, related or is a logical assignment for the position.