



## POSITION AVAILABLE

**Date:** Dec. 19, 2016

**POSITION AVAILABLE:** SENIOR PROJECT DIRECTOR

**Organization:** Economic Vitality Corporation (EVC)

**Location:** San Luis Obispo, California

**Position Type:** Permanent, full-time

**Application Deadline:** End of business day Jan. 16, 2017

**Start Date:** Immediate

**Compensation:** Commensurate with experience.

**Benefits:** Health Insurance, 401K Retirement Plan (employer matches up to 4%)

**About the EVC:** Established in 1994, the Economic Vitality Corporation (EVC) is the only economic development organization that serves all of San Luis Obispo County. A 501(c)(3) non-profit and public/private partnership, the EVC mission is to *create jobs, foster investments, and promote business* on California's Central Coast. This highly respected organization works directly with business and government leaders on key issues to support the regional economy.

**Position Description:** The EVC Senior Project Director will provide strategic leadership and management oversight to new and ongoing projects and economic development initiatives; steward and administer grants and other funding sources; conduct industry research; monitor and track EVC projects and initiatives; build and foster relationships with government officials and business leaders as well as with local businesses and entrepreneurs; manage groups of volunteer business leaders; organize and facilitate meetings; and communicate via written reports and public presentations with government officials, boards of directors, business leaders, and community members. The Senior Project Director coordinates closely with the EVC President/CEO and its Board of Directors. This is a highly public role within the community.

### **Responsibilities:**

- Provide project management leadership for new and ongoing projects and initiatives within the EVC with full accountability for deliverables, timetables, budgets, and consultative processes;
- Manage implementation of economic development projects involving local government and industry stakeholders;
- Assess business community needs and coordinate resources to enhance existing programs;

- Consult with business and government leadership to develop and foster public policy and industry solutions to retain and create jobs within the County;
- Partner with economic development partners in/and neighboring counties to foster economic progress and a positive business climate throughout the state;
- Participate in fundraising efforts, including grant writing, to develop new funding sources;
- Serve as an EVC advocate when working externally with public policy makers and key business and community leaders;
- Serve as a primary point of contact for EVC relationships on behalf of the CEO as needed;
- Organize, facilitate, and occasionally lead meetings with industry and community partners;
- Prepare and deliver various communications on behalf of EVC, including press releases and presentations, to elected officials and appointed governing bodies;
- Formulate and implement communication and social media strategies, including public affairs campaigns, with industry and local government to support the EVC mission;
- Develop, maintain, and manage business and professional relationships with individuals and groups who may hold opposing or conflicting viewpoints;
- Work collaboratively with the internal team and with government and business partners;
- Assist in managing staff.

**Required Qualifications and Specialized Skills:**

Experience managing complex projects with multiple stakeholder interests; strong interpersonal and intercultural communication skills; an advanced level of writing proficiency; effective presentation skills to reach a variety of audiences; demonstrated excellence in time management and organization; high levels of proficiency in computer software programs such as Microsoft Office; knowledge of principles for performing in a customer-oriented and service-centered manner; flexibility and responsiveness to client and organizational needs; critical thinking and problem-solving skills; ability to work independently to develop specific goals, organize work, and prioritize tasks to accomplish objectives; keen attention to detail; capacity to work well under pressure; high levels of personal and professional integrity.

**Preferred Qualifications:**

An earned bachelor's degree; at least five years of relevant experience fostering business relationships; a clear understanding of the local political landscape and regional economy; experience overseeing business or government projects; evidence of participation in the drafting and submitting of grants or other formal reports; demonstrated ability to present information effectively in one-to-one and small-group settings with co-workers, clients, the public, and the press.

**Special Conditions:**

This position requires reliable transportation for work-related matters with mileage reimbursement. A background check is required.

**See full job description at:** [www.sloevc.org/jobs](http://www.sloevc.org/jobs)

**To apply:** Send a cover letter and resume via email to [info@sloevc.org](mailto:info@sloevc.org)