

## *Position Announcement*

### **Executive Director**

**Economic Development Coalition  
Valley of Innovation  
Southwest Riverside County, California**



**Reports To**      President, Board of Directors

**Organization Profile**      The Economic Development Coalition (EDC) drives economic growth in Southwest Riverside County, California – also known as the Valley of Innovation. The EDC unites public and private stakeholders to leverage the region’s natural competitive advantages, attract new business and support a high quality of life.

The EDC builds teams and partnerships to attract, expand and retain businesses throughout the region. This business growth provides the economic base that in turn supports a high quality of life throughout the local communities. The region enjoys the benefit of having community leaders and private enterprises that have a vision for what the region can

become. The EDC is striving to fulfill that vision in order to provide current and future residents with the opportunity for jobs, safety and quality education for all.

## Position Summary

The EDC's Executive Director will oversee fundamental tasks regarding the Economic Development Coalition's operations in pursuit of the advancement of the region's economic



development, consistent with the organization's Mission Statement. The individual in this position is expected to develop policies which facilitate the economic growth of the region and develop working relationships with members of the community, including public sector entities, local businesses and the general public. Maintaining these personal relationships will drive success. Significant components of the position will include business attraction, business retention and business growth. The primary objectives of the Executive Director will be:

1. To mobilize business, government and civic leaders around an inclusive economic development strategy, laser focused on increasing sustainable wage jobs and maximizing regional investment.
2. Position the SW Riverside County region for new investment and talent through collaboration and data formation.
3. Build strong EDC membership in both the private and public sector.



ECONOMIC DEVELOPMENT  
**COALITION**  
Valley of Innovation®

**Paschal • Murray**

EXECUTIVE SEARCH

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## Specific Responsibilities

- Direct economic development initiatives to achieve the goals and objectives outlined by the Economic Development Coalition's strategic plan and guided by the EDC's Board of Directors.
- Create organizational budgets and set financial goals.
- Define projects and set aggressive but achievable goals.
- Aid in the development of short and long term economic and community development plans.
- Develop and implement policies designed to expand the reach and scope of the EDC.
- Establish and cultivate strong relationships with constituents including soliciting financial support to achieve the EDC's strategic goals.
- Assist in the gathering of information and preparation of studies, reports, and recommendations to achieve regional goals.
- Develop a comprehensive knowledge and understanding of utilities, taxes, zoning, transportation, community services, financing tools, and incentives.
- Respond to requests for information for economic development purposes and represent the region's growth interests.
- Collaborate with the region's Chambers of Commerce to work in harmony in the promotion of business location and expansion within the entire region.
- Maintain a liaison with region's local, state, and federal agencies.
- Coordinate projects with agencies as deemed necessary and appropriate.
- Provide information and/or make presentations to supervisors, boards, commissions, civic groups, businesses, individuals and the general public on economic development issues, programs, services, and plans.
- Be knowledgeable of existing inventory of available buildings and business and residential development sites within the communities – including both public and private buildings and land areas.
- Prepare grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.

- Qualifications** Qualities and experiences that ideal candidates should display include:
- Education and experience necessary to immediately engage decision makers in the public and private sectors.
  - Bachelor's degree
  - Five years of professional experience.

- Preferred** Preference will be given to candidates that also display one or more of the following:
- Five years' experience working in an economic development capacity.
  - Advanced degree.
  - Relevant professional certifications.

**Memorandum** The salary and benefits are competitive and commensurate with experience, qualifications, and verifiable salary history. Paschal•Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.

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Nominations and applications are welcome. Please send a résumé and letter of application as separate documents attached to an e-mail message to:

Beau Cummings, Search Consultant  
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Billy King, Search Consultant

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