

Job Title:	Executive Director	Job Category:	Economic Development
Department/Group:	Executive /CEO	Job Code/ Req#:	Job Code/ Req#
Location:	Medford	Travel Required:	Travel Required
Level/Salary Range:	Level/Salary Range: \$100,000-\$125,000 DOE	Position Type:	Full Time, Budgeted Exempt
Supervisor:	Reports to SOREDI Board of Directors	Date Posted:	03/18/2025
Region(s) Served:	Jackson & Josephine County	Posting Expires:	TBD

Purpose

The SOREDI Executive Director plays a crucial role in fostering our region’s economic growth and prosperity, with a population over 300K. The ideal candidate will leverage their expertise in team leadership and development, economic development strategies and collaboration to drive initiatives that enhance our region’s economic landscape, attract investment, and stimulate job creation. This role offers a unique opportunity to shape the future of our region by capitalizing on our local strengths and facilitating strategic partnerships.

Job Description

ROLE AND RESPONSIBILITIES

Team Leadership

Modeling and promoting servant leadership, to lead, motivate, and inspire SOREDI staff to achieve and exceed organizational goals.

Strategic Planning

Develop and implement comprehensive economic development strategies. Identify key sectors for growth and innovation and formulate plans to attract and retain businesses within these sectors.

Business Attraction and Retention

Proactively engage with businesses, entrepreneurs, and investors to promote our region’s advantages as a desirable location for commercial activities. Provide support and resources to existing businesses to encourage expansion and longevity.

Incentive Programs

Research, design, and manage incentive programs that encourage business investment, job creation, and economic diversification. Collaborate with local and state agencies to leverage available incentives effectively.

Community Partnerships

Establish and maintain strong relationships with Business Oregon, local organizations, cities, counties, chambers of commerce, educational institutions, industry associations and other relevant organizations. Leverage these partnerships to create a supportive ecosystem for economic growth.

Data Analysis

Utilize economic data, market trends, and demographic information to make informed decisions and recommendations. Monitor economic indicators and adjust strategies as necessary to respond to changing conditions.

Marketing and Promotion

Develop marketing campaigns and materials that showcase our region’s competitive advantages to businesses, investors, and tourists. Utilize digital platforms and events to raise awareness of our region’s economic potential.

Budget Management

Manage SOREDI’s budget and ensure prudent use of resources in alignment with established goals.

Reporting and Communication

Provide regular updates to city and county officials, business stakeholders, and the public on the progress of economic development efforts. Prepare reports, presentations, and recommendations for all stakeholders to ensure that all stakeholders are fully aware of the value that SOREDI brings to our region.

The Executive Directors Special Duties

- As appointed – acts as the enterprise zone manager for established enterprise zones in region; promotes business and public awareness as well as encourages enhancements to enterprise zone procedures with State of Oregon.
- As appointed – serves as SOREDI member of regional workforce development committee and efforts; and
- Other special assignments as appoint by local jurisdictions or designated by the board of directors.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Education: Bachelor’s degree or equivalent college degree in business, economics, finance, marketing of equivalent in training and/or demonstrated experience the field. Specific academic, technical courses or specialized training in economic development such as provided by professional development organizations in economic development.

Experience: Minimum 5 years of progressive experience in economic development, business attraction, or a related field.

PREFERRED SKILLS

- Strong knowledge of economic development principles, incentive structures, and industry best practices.
- Successful team leadership and development experience with proven results.
- Advanced analytical capabilities to evaluate and interpret economic data, trends, and forecasts effectively.
- Exceptional communication and interpersonal skills, with a proven ability to foster partnerships and deliver presentations to diverse audiences.
- Collaborative approach with the ability to engage and work effectively with local officials, business leaders, community groups, and regulatory bodies.
- Proficiency in data analysis tools, presentation software, and other relevant technology.
- Results-driven attitude, with the capability to manage projects efficiently from initiation through completion.

ADDITIONAL NOTES

Benefits: SOREDI offers Competitive pay, Medical, Dental and Vision Plans, Paid Holidays, Vacation and Sick leave, Paid Life Insurance, and a 401(k)Retirement Plan with Employer Match (after 6 months).

Subordinate Summaries

Business Development Loan Manager, Business Development Manager(s), Communications & Business Support Manager, Operations Manager, and other positions as developed.

Approved By:	Chris Dubose	Date:	03/19/2025
Last updated By:	Adrian Modjeski	Date:	03/19/2025