Portland Development Commission
Economic Development Director
Salary: $127,518 – 184,894

To be a catalyst for positive change in the creation of a world-class 21st Century city; a city in which economic prosperity, quality housing and employment opportunities are available to all.
MISSION

To bring together resources to achieve Portland’s Vision of a sustainable community with healthy neighborhoods, a vibrant urban core, a strong regional economy and quality jobs for all citizens.

PORTLAND DEVELOPMENT COMMISSION

Created by Portland voters in 1958, Portland Development Commission (PDC) has been a driving force in Portland’s reputation for vibrancy and livability. As Portland’s urban renewal and economic development agency, PDC integrates business, economic, and property development to create jobs and investment that provide a full range of employment opportunities and economic benefits to all residents in the region.

The agency has played a major role in keeping Portland one of America’s most livable cities. Over the past half century, PDC has managed 25 urban renewal areas with plans that have changed the face of Portland, making it a better place to live for all Portlanders. Currently, PDC has 17 active urban renewal areas and works extensively in Portland’s neighborhoods to deliver a broad range of neighborhood improvement programs. Specifically, PDC invests in the place-making and quality of life, job creation, innovation and economic opportunity that will transform Portland into one of the most globally competitive, equitable, and healthy cities in the world, with prosperity shared by Portlanders of all colors, incomes and neighborhoods.

PDC is governed by a five-member volunteer Board of Commissioners appointed by the Mayor and approved by City Council. The Board is authorized by City Charter to administer the business activities of the agency. For fiscal year 2016-17, PDC’s Adopted Budget totals $296 million in expenditures with 85.5 full-time equivalent (FTE) employees.
STRATEGIC DIRECTION

In the midst of a rebounding economy, new development, and growing jobs, Portland continues to face the challenge of balancing the disparities in income and opportunity within the city. PDC’s work over the past year has focused increasingly on investments in programs and projects with the potential to develop shared prosperity for all Portland residents.

As the agency looks ahead, it is devoting time and resources to work that goes beyond the status quo to foster innovation and entrepreneurship, community-centered economic development, and broader opportunities for people throughout the city. In addition, PDC’s commitment to fostering more widely shared prosperity is the guiding principle behind the agency’s new strategic approach to its work.

PDC is pursuing a strategy to make Portland one of the most globally competitive, equitable, and healthy cities in the world. To that end, PDC’s 2015-2020 Strategic Plan, adopted by the Board in 2015, directs efforts and investments toward five objectives designed to achieve more widely shared prosperity among all residents of Portland.

- Create Healthy, Complete Neighborhoods throughout Portland
- Create Access to High Quality Employment for Portland Residents
- Foster Wealth Creation within Communities of Color and Low-Income Neighborhoods
- Form 21st Century Civic Networks, Institutions, and Partnerships
- Operate an Equitable, Innovative, and Financially Sustainable Agency

Each goal is mutually reinforcing. Healthy, connected neighborhoods decrease the cost of access to employment and services for low-income people and increase the likelihood of economic mobility. Place-making throughout the city is crucial in developing, retaining, and attracting workforce talent. An innovation-based economy that connects with global markets develops greater access to quality jobs for underserved populations and supports the viability of local businesses, increasing local purchasing power. Lastly, socio-economic diversity of business and property ownership leads to healthier neighborhoods and community stability.
The Economic Development Director drives the creation and implementation of strategies that foster inclusive economic development with an emphasis on increasing access to high quality employment, equitable wealth creation, and community capacity to support business vitality. Within the Economic Development Department, the Director leads a staff of two managers and approximately 18 professional staff responsible for programs and initiatives that support target industry clusters, community-led initiatives, business competitiveness, international trade, inclusive entrepreneurship, and innovation. The Director leads the preparation and administration of the department budget utilizing TIF, general funds, Community Development Block Grants, and other resources.

A member of the PDC Leadership Team, the Economic Development Director provides leadership and support for agency-wide strategic initiatives. The Director demonstrates high-level leadership and works with partners across the agency and throughout the region to support widely shared prosperity. The Director also partners on budgets, programs, projects, initiatives, and opportunities with other PDC departments and teams including refining business finance products, establishing public benefits agreements as part of financial assistance, and workforce development strategy.

The Economic Development Director creates, implements, and monitors the full continuum of business technical assistance and traded sector business retention, expansion, and recruitment programs using City, PDC, and Federal resources. The Director leads business services efforts citywide with an emphasis on excellent customer service, cultural competency, and connecting businesses to resources internal and external to PDC. The Economic Development Director oversees development of internal systems for economic development project management and program delivery including the development of metrics and messaging to communicate the impacts of the department’s efforts. The Director also directs PDC’s economic research, tracking, and monitoring efforts in collaboration with the Policy Team.
**PRIORITY**

- Drive the creation and implementation of strategies that foster inclusive economic development with an emphasis on increasing access to high quality employment, equitable wealth creation, and community capacity to support business vitality.

- Provide overall strategic direction and methodology to develop action plans for the agency’s target industry clusters (Athletic & Outdoor, Green Cities, Technology & Media, Metals & Machinery, and Healthcare) that provide high-quality employment opportunities as well as the enterprise zone and business finance programs that support this work.

- Develop the overall strategic direction and methodology for community-led, community-driven, and/or community-focused economic development initiatives to promote the growth of neighborhood small businesses, connect residents to employment, and steer local development towards community desired solutions.

- Drive development and implementation of a cross-cutting, inclusive entrepreneurial and innovation strategy to support growth of diverse start-up and emerging Portland based companies. Ensure programs provide continuum of support for growing firms with diverse founders and identify opportunities to further strategic partnerships with higher education around R&D and tech-transfer.

- Lead efforts to develop and implement an international trade strategy including export of goods and services, trade missions, and attendance at trade shows that support inclusive economic growth.

- Lead efforts to coordinate and synchronize PDC Economic Development activities with regional economic development organizations including Oregon Business Development Department and Greater Portland Inc.

**IDEAL CANDIDATE**

The Economic Development Director is a strategic leader with a passion for positive change and inclusive economic development. The Director brings an advanced understanding of regional and city economic development best practices, including cluster theory, entrepreneurship and innovation, and traded sector industry development. The ideal candidate is passionate about moving PDC’s agenda forward, creates economic opportunities, and routinely applies an equity and inclusion lens to their work.

The Economic Development Director has robust interpersonal skills and easily builds strong and effective working relationships, both internally and externally. The successful candidate demonstrates the ability to build trust and confidence on the part of local officials, as well as industry and community stakeholders. The Director has superior verbal and written communication skills along with active listening, facilitation, public speaking and media relations skills. The successful candidate is tactful and diplomatic in dealing with sensitive, complex, and confidential matters and routinely applies cultural sensitivity in interactions with a diverse range of stakeholders.

The Economic Development Director leads by example and creates a forward thinking, positive culture that encourages and supports collaboration. The successful candidate has a strong background in managing and empowering employees and believes in professional development, retention and succession planning.
QUALIFICATIONS

Ten or more years of progressive experience in regional, city, and/or neighborhood economic development policy and business, industry cluster, and/or community development is essential. At least eight years of leadership or management experience with five years in economic development is required. Experience in strategic planning, complex problem solving and decision-making is essential including the ability to address project related and long term financial, organizational, economic development, and public policy issues. Experience with public/private partnerships is ideal as is knowledge of business and private finance. A Bachelor’s degree in business, finance, public administration or related field highly desired. A Master’s degree in business administration, finance, public policy or public administration is ideal. An equivalent combination of training and experience will be considered.

TO BE CONSIDERED

Please go to candidateportal.waldronhr.com and submit your resume and cover letter expressing your interest in the Portland Development Commission and your fit for the Economic Development Director position. Cover letters may be addressed to Heather Gantz.

PDC has a positive and productive workforce, whose members are energized, enthusiastic, and firmly aligned with agency goals and have the tools and resources they need to get the job done. PDC provides exciting careers in areas that have real and lasting impacts on our region. At PDC, you will work with some of the most dedicated and talented people in public service.

PDC is an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, or any protected status.
Waldron is honored to work with the Portland Development Commission in the search for an Economic Development Director. The Portland Development Commission does amazing work, and we are doing our best to recruit a talented team member who will accelerate this mission. As the consulting partner strategic leaders choose to help attract, engage, and inspire effective leaders, Waldron provides a unique combination of executive search, leadership development, and career transition services across sectors and industries. Our passion is helping people and organizations realize their full potential and increase their impact.