



June, 2010

### **JOB DESCRIPTION: Economic Development Director**

The Oakland Metropolitan Chamber of Commerce is seeking an Economic Development Director. This is a senior position with the largest Chamber of Commerce in the East Bay. The Chamber's mission is to promote commerce and industry, to advance economic growth and to enhance the quality of life in the city of Oakland.

The successful candidate will be a highly dedicated professional with:

- Excellent communications skills (writing and public speaking);
- Excellent technical and analytical skills;
- A proven ability to work collaboratively with many diverse stakeholders including the ability to convene and facilitate meetings, set agendas, and bring collaborative efforts to a desired outcome;
- A sound understanding of local economic development, workforce development, business retention and expansion, investment attraction, and marketing principles and best practices;
- A proven track record of being able to develop and manage long-term professional relationships with business and public agencies;
- A sound understanding of the role public policy plays in economic development and redevelopment and an ability to shape positions and advocate on behalf of those positions on policy issues.

#### Job Description

The **Economic Development Director** will:

*Manage the Chamber's economic development efforts including:*

- Preparing analytical reports on the regional economy and economic trends
- Developing economic development strategies
- Managing staff and consultants
- Writing reports and speeches
- Organizing annual Economic Summits
- Marketing Oakland as a business location

- Prepare Monthly Board Report for all committees
- Convene the Economic Development Leadership Group every other month for strategic update

*Staff Chamber Committees including setting agendas and organizing speakers:*

- Economic Development
- Coliseum Commerce Center Advisory Committee
- Land Use and Transportation
- Small Business (as needed)
- Oakland Restaurant Association

*Facilitate economic development projects*

The Chamber plays an active role in facilitating and supporting real estate development and redevelopment in the City of Oakland. The successful candidate must be familiar with the development process and be able to work with investors, property owners, developers as well as city and regional planners to facilitate that process.

*In collaboration with Chamber staff, research and shape Chamber positions on public policy issues, such as:*

- City finances
- Tax policy
- Land use (zoning) and industrial land use preservation
- Impact fees
- Linkage fees
- Local hire policies

*Develop and maintain excellent working relationships with the Chamber's many local and regional partners:*

The Oakland Metropolitan Chamber of Commerce serves a broad, regional constituency. The Economic Development Director represents the Chamber and the larger East Bay business community with respect to other local, regional, state and federal organizations including: the City and Port of Oakland; the Oakland Workforce Investment Board; the County of Alameda, the East Bay Economic Development Alliance; the Bay Area Council; the Metropolitan Transportation Commission; BART; the Alameda Congestion Management Agency, and others.

*Maintain and improve the Chamber's education and workforce development efforts*

Work proactively with a variety of education and workforce development entities including the Oakland Unified School District, the Mayor's Summer Jobs Program, the Oakland Workforce Investment Board (WIB), non-profits, and local community colleges and universities.

### Qualifications

- Bachelor's Degree, minimum
- Five or more years of professional experience directly related to economics, business, marketing, urban planning, public policy, or related disciplines.
- Master's degree or equivalent desired, but not required

### Compensation

The Oakland Metropolitan Chamber of Commerce offers an range of health, dental, vision, and retirement benefits. Salary will be commensurate with experience.

### To Apply

To apply for this position, please submit a cover letter with your resume and responses to the following questions:

- Describe a specific collaboration with a multitude of diverse participants that you facilitated to meet the goals of your community or organization.
- Describe at least 2 successful economic development programs in which you have participated. Provide a brief description of the programs, your role and responsibilities, key stakeholder involvement, program goals and objectives, performance measures and outcomes.
- Discuss your vision for the actions a Chamber of Commerce can initiate to promote job creation in the Oakland and the greater East Bay.

Submit application materials to Scott Peterson at [speterson@oaklandchamber.com](mailto:speterson@oaklandchamber.com) as soon as possible.