



**Economic Development Board for Tacoma-Pierce County**

[edbtacomapierce.org](http://edbtacomapierce.org)

**JOB ANNOUNCEMENT for  
Vice President – Business Development**

**WANTED:** SMART, HIGH-ENERGY, ECONOMIC DEVELOPMENT VICE PRESIDENT

**COMPANY DESCRIPTION:** *The Economic Development Board for Tacoma-Pierce County* recruits and retains primary businesses in the South Sound. Over the past ten years the EDB has worked with companies that have invested more than one billion dollars in Pierce County and created more than 14,000 jobs.

The EDB has an exciting opportunity for a Vice President to join the team!

**POSITION DESCRIPTION:** The Vice President for Business Development will work with business and community leaders to develop strategies to grow companies and jobs in high value economic sectors. This skilled professional will work with teams comprised of industry leaders and professional economic developers to identify top-level firms, suppliers, and infrastructure necessary to grow key sectors. The ideal candidate will be smart, organized, high-energy, and collaborative. This person will work well in teams and be able to handle large, complex tasks independently. This position will report directly to the President & CEO and will have an impact on jobs and wealth creation in the South Sound.

**JOB DUTIES:**

**Business Development (60%)**

- Provide lead staff support for at least four cluster/sector acceleration teams (Technology, Logistics/Trade, Aerospace, Health Services)
- Work with each 15-member team (approx.) comprised of industry leaders to identify lead firms, supplier firms, and economic foundations for the cluster
- Work with the team to brainstorm, sort, and narrow specific recommendations for how Tacoma-Pierce County can grow the cluster
- Schedule and staff team meetings
- Assist in research and drafting/editing team reports
- Other duties as assigned

**Project Management (15%)**

- Create annual Major Employers List
- Conduct research into key industries targeted by the EDB for expansion

**Marketing and Social Media (15%)**

- Develop and implement web marketing and social media strategies to support the Cluster Acceleration Program
- Coordinate with other staff to ensure consistency in outreach across all levels of the organization
- Website data management – including but not limited to the uploading and updating of new content

**Industrial Revenue Bond Financing (5%)**

- Staff the Economic Development Corporation of Pierce County, which issues tax-exempt industrial development revenue bonds in the county

**Continuing Education (5%)**

- Participate in conferences and other educational opportunities as appropriate
- Stay current with economic development trends and innovations

**Coordination (all of the above)**

- In all activities, coordinate with staff teammates and community partners

**PREFERRED QUALIFICATIONS:**

- Minimum two years' experience in similar or relatable responsibility
- BA degree or equivalent
- Excellent writer, speaker and researcher
- Self-starter, positive attitude, excellent team-mate
- Proficient in Microsoft Office Suite

**SALARY / WAGE / BENEFITS:** \$80,000 to \$95,000 + bonus opportunity + benefits (medical, dental, vision, retirement)

**APPLICATION DEADLINE:** Position open until filled

**HOW TO APPLY:** Email your cover letter, resume and three professional references to [HR@edbtacomapierce.org](mailto:HR@edbtacomapierce.org). **No phone calls, please.**