

REACH

Ideas + Action for a Thriving Central Coast

PROJECT MANAGER/ECONOMIC DEVELOPMENT MANAGER

Status: Part Time – Full-time

Salary: Depending upon experience

ABOUT REACH

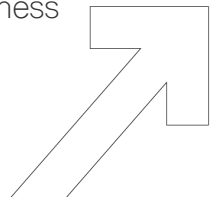
Established in 2019, REACH is a fast-growing economic impact organization, with a mission to increase economic prosperity through big thinking, bold action and regional collaboration and a vision to ensure the Central Coast of California will be place where current and future generations have the opportunity to thrive. REACH is a private sector-led 501c(3) organization that works in partnership with government, education, and nonprofit organizations across San Luis Obispo and Santa Barbara Counties.

POSITION OVERVIEW

The Project Manager–Economic Development Manager is an integral part of the REACH team and will contribute to the successful delivery of key projects and workstreams. REACH is a small cross-functional team, and this position requires an enthusiasm for learning and working effectively across a broad variety of tasks. This role will work to build a strong regional economy by pairing policy advocacy and economic development initiatives with strategies that are informed by local context and carried out through collaborative partnerships.

The Project Manager–Economic Development Manager is responsible for carrying out implementation of the REACH 2030 economic action plan by designing and managing projects associated with strategic initiatives, which includes building teams to execute action and achieving key milestones.

With lead responsibility on partnership stewardship, the Project Manager–Economic Development Manager will be responsible for creating and managing the forum and mechanisms for partners in the Central Coast Region to integrate local strategies into a regional context that will ultimately improve the economic strength of the region through business development, retention and expansion, workforce development, job creation and the diversification of the regional economy.



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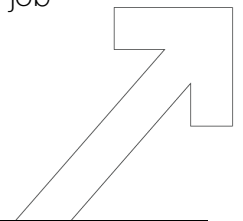
ESSENTIAL FUNCTIONS

- + Manage complex projects of various sizes and in various stages. Keep forward momentum on all project areas.
- + Act as catalyst and driving force in bringing stakeholders together in developing opportunities and rapidly moving to decision and action.
- + Serve as primary point of contact for engagement with REACH's partners in economic development such as private-sector business leaders, community organizations, local government and education.
- + Manage business development opportunities presented by companies in order to establish, expand, create and/or retain substantial numbers of local jobs.
- + Oversee the research, analysis, preparation and presentation of business expansion and retention information to client companies.
- + Direct the involvement of external experts in presenting business opportunities, programs and services.
- + Lead interaction on behalf of REACH with high-level business executives considering new or expanded business activity or re-location of operations into the Central Coast.
- + Serve in key role focused on local implementation and impact of REACH's 2030 vision for the Central Coast region.
- + Professional engagement with diverse stakeholders, to include public speaking and technical and persuasive writing.
- + Organize engagement events and represent REACH in meetings, forums and other high-visibility engagements.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- + Economic development strategies, business financing, business taxation, land use policy and commercial/industrial real estate development.
- + Federal, state and local programs applicable to business and job development.
- + Statewide and local workforce and economic development trends and issues.
- + Principles of consensus building.



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- + Techniques used in researching and analyzing business development opportunities.
- + Principles and practices of program management.

ABILITY TO:

- + Work independently with only general oversight.
- + Develop policy, conduct and implement strategic planning, and evaluate programs.
- + Write reports, proposals and analyses.
- + Plan and conduct meetings, conferences and seminars, and make presentations at public events.
- + Thrive under pressure with enthusiasm and humor.
- + Develop trusted partnerships with a variety of leaders from the public, private, nonprofit and philanthropic sectors, as well as community leaders.
- + Speak with proficiency both publicly and in writing.
- + Self-direct, intrinsically motivated to accomplish tasks and anticipate future requirements.

SALARY AND BENEFITS

Salary is to be determined, depending upon experience. REACH offers health benefits and retirement options for full-time employees.

CONTACT

Applicants should email a cover letter and resume to info@REACHcentralcoast.org.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so assigned.

REACH is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, sexual orientation, veteran status, disability or political orientation.