

# RCEDP Routt County Economic Development Partnership

Position title: Business Retention and Expansion Manager

Job type: Full time, exempt

Location: Hybrid (in-office and remote work)

Salary range: \$45,000 - \$55,000 DoQ

Benefits: Medical, disability, and life insurance; retirement benefits; paid time off; and fringe benefits

Reports to: Executive Director

Apply now: Email your resume to [jobs@rcedp.org](mailto:jobs@rcedp.org)

Overview: The BRE Manager is passionate about supporting businesses to achieve long-term success and that leads to quality jobs for the residents of Routt County and improving their quality of life and economic well-being. The manager will implement and manage the new Business Retention and Expansion Program and Key Industries Program. The BRE Program is RCEDP's premier program focusing on the retention and expansion of businesses currently operating in Routt County through relationship development and outreach to identify financial, technical, networking, or regulatory needs. The manager will respond to business needs by utilizing existing support tools or proposing the development of other creative solutions. The manager's impact via this program will directly keep businesses open and growing which also serves our residents with increasing economic opportunities. Similarly, the manager will implement and lead RCEDP's Key Industries Program to support industry diversification and quality job retention and expansion. The manager will work with key primary industries positioned for success, including outdoor gear companies, food and beverage manufacturing firms, and others. The manager will engage in commercial, office, and industrial development conversations as it relates to business retention and expansion; coordinating data analysis and research activities; support the attraction and retention of domestic and international businesses; and support other small business development initiatives. The manager will become a widely recognized and a valuable leader committed to serving, changing, and building a more sustainable and inclusive Routt County community for generations to come.

#### Responsibilities:

- Manage all aspects of the Business Retention and Expansion (BRE) Program
- Conduct business visits to meet with business owners and identify key issues and solutions
- Provide valuable assistance to businesses by navigating the array of business support programs available to them including technical, financial, networking, and regulatory support
- Track retention and expansion workflows as well as assistance provided by managing and using a web-based CRM platform
- Conduct an annual web-based survey to gather longitudinal BRE data
- Prepare and present BRE reports to inform RCEDP's long-term strategic plan and annual work plan
- Support team members by identifying available commercial properties to be added to the website
- Collaborate with team members on business attraction work including prospect development and prospect management activities
- Collaborate with team members to help communicate program updates and successes
- Identify, study, and track changes to local, regional, state, and federal economic development incentives that could support Routt County businesses

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- Provide creative solutions to fix common business issues identified that could help improve Routt County's business environment
- Identify educational and career development opportunities that support your long-term success
- RCEDP retains the right to change or assign other duties and responsibilities to this position

## Position Details:

- Full-time exempt status: This is a full-time FLSA exempt position, consisting of salary-based compensation with no supervision of staff
- Independent and self-guided execution of duties is mandatory
- Time requirement: Compensation is based upon a 40-hour workweek, but as with any public service position, time commitment before and after the normal workday, including evenings and weekends, are expected on occasion
- Skills required:
  - A strong desire to work with business owners and their senior managers to build quality long-term relationships is essential to success
  - An eagerness to learn and work in a dynamic team environment building RCEDP's reputation and value ultimately serving all residents of Routt County
  - Professional presentation, engagement, and adaptability with a wide array of individuals and businesses
  - Computer skills including word processing and spreadsheet software, email, databases, cloud computing, remote-working platforms, and more
  - Strong communication skills including public speaking and writing
- Travel: Ability to travel daily within Routt County, and on occasion the surrounding region, state-wide, and beyond

## Qualifications:

- Bachelor's degree in business administration, public administration, economics, real estate, urban design/planning, finance, data analysis, or other business-related fields, or at least 3 years of relevant experience
- Possess a valid Colorado Driver's License
- Currently reside within Routt County or ability to relocate to Routt County for this position (financial relocation support is unavailable)
- Experience working with diverse constituents
- Ability to communicate clearly, persuasively, and tactfully
- Strong moral compass and self-motivated work ethic

*RCEDP is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.*