



**Business & Economic Development Coordinator
Anchorage Economic Development Corporation (Anchorage, AK)**

The Anchorage Economic Development Corporation (AEDC), a private 501(c) 6 nonprofit organization, is seeking to engage a dynamic, experienced business professional to serve as the Business & Economic Development (BED) Coordinator for the organization.

Salary Range: \$21 per hour+ DOE, full-time, plus competitive benefits package

General Purpose:

The BED Coordinator is responsible for supporting and assisting in the successful development and deployment of AEDC's strategies, programs and initiatives that promote the growth of the Anchorage economy and AEDC as an organization. A successful candidate for this position will generate the following results:

1. A strong network of business contacts and relationships that bolster AEDC's abilities to implement business recruitment and retention strategies, support entrepreneurship, and facilitate new business investment in the Anchorage economy
2. Steady growth in the annual numbers of businesses assisted wishing to make new or expanded investments in Anchorage
3. A superior knowledge of issues, projects and industry trends important to the growth and success of the Anchorage and Alaska economies

Essential Functions

Reporting to the President & CEO, under the supervision of the Business and Economic Development Director, and in collaboration with the AEDC staff and Board of Directors, this important member of the AEDC team will be tasked with:

- Assisting the Business and Economic Development Director and AEDC staff in the execution of business expansion and retention efforts as outlined in the AEDC strategic goals & policies;
- Assisting the Business and Economic Development Director with facilitating more active participation among investors in AEDC activities and engaging the Board of Directors;
- Cultivating prospective business contacts and opportunities through appropriate professional associations and network activities;
- Assisting in the delivery of quality, targeted communications with AEDC investors to facilitate meeting their needs and expectations;
- Performing detailed research and analysis of industry trends and metrics, specific businesses and other aspects of regional, national and international economies;
- Staying abreast of current events including logistics and local, state, and national business news to identify and communicate new opportunities for new investor recruitment and opportunities for current investors;
- In collaboration with the BED Director, creating, designing and implementing programs to attract industries which create or add value to products which move by air, land, sea and rail, including but not limited to life sciences, aerospace, and other high-tech industries;
- Demonstrating and maintaining the ability to coordinate multiple projects and assignments with various staff and meet multiple deadlines;



- Demonstrate initiative and creativity in identifying opportunities, solving problems, finding solutions and enhancing the efficiency and effectiveness of AEDC;
- Demonstrate the highest levels of professionalism and responsibility in representing AEDC;
- Perform other duties as assigned

Minimum Requirements

Applicant must possess excellent organizational, oral and written communication, writing, critical thinking, problem solving and project management skills;

Has a solid working knowledge of Microsoft Office applications including Word, Excel, Outlook and PowerPoint;

B.A. in business, communications, marketing or related field preferred;

About the Anchorage Economic Development Corporation (AEDC)

AEDC is a private nonprofit 501(c)6 organization formed in 1989 as a public-private partnership between local business and governmental institutions. It is governed by a Board of Directors whose 31 voting members are appointed from AEDC's 200+ private sector member companies. Twenty-one non-voting board members are appointed from the Municipality of Anchorage, the State of Alaska and local partner organizations.

AEDC exists to grow a prosperous, sustainable & diverse economy for Anchorage. Our vision is that by 2025, Anchorage will be the #1 city in America to live, work and play. From our history to date and from the commitments that we all share now about the future, we have defined the values that should guide all of our activities and staff in the years to come. These are our core values:

- **Integrity:** Being transparent and ethical in all our dealings
- **Credibility:** Demonstrating competency and expertise in everything that we do
- **Proactive:** Creating opportunities through innovative actions
- **Collaborative:** Leveraging our strengths with the strengths of others
- **Sustainability:** Assuring our success by engaging the right people, the right partnerships and securing needed resources to accomplish our Vision and Purpose

Other Requirements:

Valid Driver's License

If chosen to be interviewed, must be able to provide (3) three writing samples and (3) examples from past work experiences related to position being applied for.

Must be capable of lifting 50 pounds without assistance.

Must be able to pass a background check.

To apply for this position:

Submit a letter of interest and resume either by email to bpoppp@aedcweb.com or via U.S. mail addressed to:

Anchorage Economic Development Corporation
Attn: Business & Economic Development Coordinator Applications
510 L Street, Suite 603
Anchorage, AK 99501