



Live. Work. Play. Director
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 and innovative professional to serve as Live. Work. Play. (LWP) Director for the organization.

Salary Range: DOE, plus competitive performance bonus and benefits package

General Purpose:

The LWP Director is responsible for managing and supporting the successful development and deployment of AEDC's LWP strategies, programs and initiatives that develop the health and vibrancy of the Anchorage community as the foundation of AEDC's vision that by 2025, Anchorage will be the #1 city in America to live, work and play. By connecting, convening, cajoling and cheerleading, a successful candidate for this position will generate the following results:

1. A well engaged and motivated group of community partners and volunteers that consistently demonstrates the highest standards of success and progress in the execution of LWP initiatives, projects and programming.
2. A strong network of community, business and government contacts and relationships that bolster AEDC's abilities to develop and implement LWP strategies, support community change efforts and help Anchorage become the #1 city in America to live, work and play by 2025.
3. A superior personal knowledge of issues, projects and community trends important to the success of the LWP initiatives.
4. A well run initiative that exhibits the highest standards of professionalism, collaboration and community support.

Essential Functions

Reporting to the Vice President, and in collaboration with President & CEO, AEDC staff, Board of Directors and the LWP Steering Committee, this important member of the AEDC team will:

- Build and sustain partnerships across the Anchorage public, private and nonprofit sector in support of LWP.
- Manage internal and external stakeholder communication and relationships for the benefit and success of LWP.
- Undertake high-level public speaking engagements for LWP with the key objective of raising community awareness, involvement and financial support for this initiative.
- Manage and ensure effective communication between all Areas of Focus, LWP Steering Committee, AEDC President and CEO, LWP Chair and the AEDC Board regarding all relevant aspects of LWP.
- Provide strategic, timely and effective advice to the President & CEO and Vice President regarding all relevant aspects of LWP as it concerns AEDC and/or its stakeholders.
- Provide support to all Areas of Focus and initiatives founded under the aegis of LWP and ensure they have adequate resources and support to accomplish the agreed goals.
- Provide support, update and advice to the LWP Chair, Co-Chair and the Steering Committee to ensure meetings are conducted on time with quorum, relevant agendas, discussions and decisions.
- Coordinate, support and lead all LWP related revenue generation efforts.
- Monitor and support the progress of LWP Vision Navigation chart and initiate reviews and revisions as required.
- Be the key contact person for all external and internal communications specific to LWP.
- Coordinate, lead and support the successful annual signature LWP event and all LWP related events throughout the year.
- Other duties as assigned.



Minimum Requirements

- Applicant must possess excellent organizational skills, oral communication, writing skills and project management skills;
- Demonstrated history of professional experience in practice of economic and community development related to business attraction, business retention & expansion, entrepreneurship and community place-making;
- 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;

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.

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 250+ private sector member companies. Twenty-seven 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 & ethical in all our dealings.

Credibility: Demonstrating competency & expertise in everything we do.

Proactive: Creating opportunities through innovative actions.

Collaborative: Leveraging our strengths with the strengths of others.

AEDC seeks to hire the applicant who is the best fit for the position. AEDC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as covered veterans in accordance with applicable federal, state and local laws. AEDC complies with applicable state and local laws governing non-discrimination in employment.

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: LWP Director Applications
510 L Street, Suite 603
Anchorage, AK 99501