



**Business and Economic Development Director  
Anchorage Economic Development Corporation (Anchorage, AK)**

The Anchorage Economic Development Corporation (AEDC), a private 501(c) 6 non-profit organization, is seeking to engage a dynamic, experienced business professional to serve as the business and economic development director for the organization.

Salary Range: DOE, plus benefit package

General Purpose:

Responsible for developing and implementing strategies to improve the economic diversification and strength within the Municipality of Anchorage and the Southcentral region of Alaska through business development, recruitment, entrepreneurship, retention and expansion of businesses and new program development. In collaboration with the Vice President, this important member of the AEDC team will be tasked with:

- Establishing Anchorage and Southcentral Alaska as a viable site for national and international businesses by identifying and building relationships with leading site selection consultants and U.S. and foreign owned corporations to communicate the benefits of location and/or relocation of businesses to Southcentral Alaska.
- Actively promote sites and business opportunities within the City of Anchorage and the Southcentral region that will develop new quality commercial and industrial projects in partnership with local businesses, agencies, developers, property agents and owners.
- Research, develop and market targeted economic incentives to increase the attractiveness of Anchorage and the Southcentral region for new business investments.
- Collaborates with key staff to develop and implement public relations strategies for projects that promote economic development within the region.
- Engage businesses and startups to provide business consulting, assistance with securing funding, promotion and networking opportunities to help them grow.
- Participates in select industry trade shows to generate direct leads.
- Provides input on the development of strategies that impact the region's ability to attract and retain businesses.
- Collaborates with other economic development organizations and agencies to leverage the strengths of AEDC with the strengths of others to the benefit of the Anchorage and Alaska economies.
- Identify and secure grant and other funding for expanding existing economic development projects that allow the organization to grow.
- Organize, execute and compile research for internal and contracted research projects. Field inquiries for research related information or projects and act on them as necessary/appropriate.



- Other duties as assigned.

#### Minimum Qualifications

Degree in business or public administration, economics, planning, economic development; OR

Non-Degree with education in a closely related field and at least 4 years professional experience working with economic development related issues

#### Desired Qualifications

Master's Degree in business or public administration, economics, planning, economic development;

Private sector business experience;

#### About the Anchorage Economic Development Corporation (AEDC)

AEDC is a private non-profit 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. 21 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 & from the commitments that we all share now about the future, we have defined the values that should guide all of our activities & 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 and networking.
- Collaborative: Leveraging our strengths with the strengths of others.

#### Other Requirements:

- Valid Driver's License
- Valid U.S. Passport
- If chosen to be interviewed, must be able to provide (3) three writing samples from past work experiences related to position being applied for.
- Capable of lifting 50 pounds without assistance
- Able to pass a background check
- Available for significant level of travel to the continental U.S. with potential travel to foreign countries.

#### **To apply for this position:**

Submit a letter of interest and resume either by email at [jbittner@aedcweb.com](mailto:jbittner@aedcweb.com) or via U.S. mail addressed to:



Anchorage Economic Development Corporation  
Attn: BED Applications  
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