



25350 Magic Mountain Parkway, Suite 240, Valencia, CA 91355 • Ph: (661) 705-0250

Manager – Investor Relations / Business Retention
Job Description

SUMMARY

This professional position is responsible for investor relations and the development and implementation of a regional business retention and expansion program.

SALARY

Negotiable depending upon qualifications.

ORGANIZATION

The manager will serve in new, dynamic economic development corporation, whose current strategic focus includes business retention, business development and the recruitment of Aerospace, Biomedical, Homeland Security, Green Technologies, Construction, Professional Services, Automotive Technologies and Entertainment companies. The manager will work closely with the SCVEDC executive director, other staff members and partner organizations to achieve goals.

PRIMARY DUTIES AND RESPONSIBILITIES (May not include all duties performed)

1. Investor Relations

- Develop and manage investor accounts and relationships.
- Identify and recruit new investors.
- Provide assistance with fundraising and capital campaign activities.
- Promote SCVEDC programs and activities.
- Prepare organizational marketing materials.

2. Local Firm Retention and Expansion

- Maintain a comprehensive database of local firm attributes, market knowledge, trends, business activity, expectations, performance indicators and community satisfaction.
- Organize and maintain a database of available buildings & sites.
- Work with existing businesses to identify trends and ways to improve the business climate of Santa Clarita, Los Angeles County and California.
- Develop and implement programs to identify and address needs of existing businesses.
- Maintain regular contacts with existing businesses, through one-on-one visits, group meetings, e-newsletters, attendance at networking events and other means.
- Work with SCVEDC staff, board and partners to identify and organize beneficial business development events, seminars etc.
- Work with partner organizations to respond to firm issues.

- Analyze BR&E data to identify key business issues and opportunities.
- Communicate value proposition of Santa Clarita Valley to local firms.

3. General

- Work with executive director to prepare and maintain SCVEDC budget.
- Respond to telephone, email and in-person inquiries.
- Create reports, presentations and action plans.
- Attend City Council and partner organization meetings when required.

SUPERVISION

Work is performed under the supervision and general direction of the SCVEDC executive director. However, the manager position is expected to exercise a large amount of discretion, independent thought, independent action and self-supervision.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Any combination of education and/or experience that has provided the knowledge and skills necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be a Bachelor's Degree in Marketing, Economics, Business Administration or a related field and three to five years progressively responsible professional level experience in economic or community development, sales, business administration or closely related field; a Master's Degree in one of the fields listed above may be substituted for one (1) year's experience.

DESIRED CHARACTERISTICS & ATTRIBUTES

The manager position requires strong relationship building, sales and marketing skills. The ability to understand and communicate the value of SCVEDC activities to investors is critical. Other desired characteristics include:

- Positive attitude
- Personal integrity
- Sales oriented personality
- Team player
- Creativity
- Strong inter-personal and written communication ability
- Community involvement

APPLICATION INSTRUCTIONS

Send cover letter, resume, references and compensation history to jonaspeterson@scvedc.org or Jonas Peterson, 25350 Magic Mountain Parkway, Suite 240, Valencia, CA 91355. Writing samples and/or statement of qualifications/interest are recommended.

First review of applications will begin on August 16, 2010.