



Director of Research and Municipal Services

(Full Time)

Organizational Overview:

The San Diego North County Economic Development Council (SDNEDC) is a 25-year old economic development organization serving the northern third of San Diego County.. SDNEDC is an economic development organization with a mission to build a stronger North County economy through regional collaboration and leadership. SDNEDC works with both public and private sectors to strategically grow the economic base north of highway 56. With a weekly newsletter reaching 4,000+ subscribers and a Twitter account with 2,300 followers, SDNEDC uses its audience to promote regional prosperity as well as current business news and events. The organization's current budget is approximately \$400,000, with two full time staff members, 3 independent contractors, and a board of directors that represents most of North County's major employers and the 8 incorporated cities in North County.\

Organizational Mission:

The Council's mission follow the three tiers of economic development, working to promote San Diego's North County as a place to:

1. Invest and do business
2. Work with individual companies to retain employment in North County,
3. Connect employers and educators to strengthen North County's workforce development system.

Job Description: Summary

We're looking for an organized and experienced researcher to join the SDNEDC team as our Director of Research Services and Municipal Services. In this role, you will have responsibility for carrying out all the economic development research for the council as well as assisting with communicating the value of growing your business in North County. A key deliverable will be a set of economic and demographic profiles for the 5 cities (Oceanside, San Marcos, Vista, Carlsbad, Oceanside) that collectively making up the Innovate78 collaborative and who have invested in SDNEDC with the expectation of receiving a set of research reports and findings.

This is currently a hands-on role, requiring you to be both a strategic and creative thinker as well as a day-to-day implementer. It has high visibility in the community, providing an exceptional leadership opportunity for a young researcher.

About you:

- You are enthusiastic about helping strategize, design, and implement cost-effective economic development research projects in a sub-region home to more than a million people and 540,000 jobs.
- You have strong familiarity with regional economic data, including federal and state sources such as EDD and the US Census. Familiarity with EMSI's developer is a plus.
- Ability to design and implement survey's of employers and to present those findings in a way that suggests actionable information.
- You're extremely organized and detail-oriented. Strong editing skills are a must.
- You love interacting with people both online and in-person and can diplomatically interact with Economic Development professionals at various municipalities.
- You have strong project management skills, able to juggle multiple projects and tasks to keep them all moving in the same direction.

Essential Duties:

Research

- Lead development of SR78 economic profiles every 6 months with assistance of SDNEDC team and volunteer resources
- Lead development and improvement of Annual North County Indicators report
- In partnership with SDNEDC CEO, work with Municipal Champions to identify and produce at least one additional research project.
- Lead development of cluster and municipal info sheets and related collaborate.
- Lead development and monetization of Economic Development Impact reports.
- Produce and author (as needed) other economic research reports as required.

Municipal Services

- Serve as the day-to-day liaison with lead economic developers from SDNEDC Municipal Champions – proactively communicating with them about SDNEDC efforts and plans and feeding input and information back to the rest of the SDNEDC team.
- Lead partnership with Municipal Champions to produce a series of events, including start up centric networking events and launch events of research products.
- Assist in managing and producing municipal spotlights that impact/discuss municipal champion investors.

- Some (10-15%) general office administrative tasks to support Council.
- Assist in other special projects as need be.

Employment Qualifications:

Creativity and a “can-do” attitude and excitement to grow along with organization.
Familiarly with public domain data sources

Ability to manage multiple projects, effectively prioritize work and adjust to changing workloads and deadlines with attention to detail.

Ability to work cross-functionally with other members of the team to achieve organizational and regional goals.

Bachelor's degree preferred in economics, business, public administration or related field.

The position is 40 hours a week. We anticipate some of those hours (30%) will be done remotely. The other 70% will take place at our San Marcos offices. SDNEDC will provide, if need be, a laptop and pay for internet connectivity from your home.

Employment Status:

FULL TIME: exempt. Salary plus commission based upon sponsored research

Benefits include 2 weeks vacation, 1 week sick time, company contribution to SIMPLE IRA and health insurance.

Accountability: This position reports directly to the CEO of the SDNEDC

At Will Employment: employment with the SDNEDC is considered at will. This means that both employees and SDNEDC have the right to terminate employment at any time, with or without advance notice, and with or without cause.