



Position Description
IDEA Coordinator

Salary Range:
\$30 per hour, up to 20 hours per week (no benefits)

If interested in this position please send a cover letter and resume by 5pm March 16th, 2015 to reception@klamath.org, or by mail to:

Klamath IDEA
%Klamath County Chamber of Commerce
205 Riverside St. Ste A
Klamath Falls, OR 97601

Prospective applicants will be invited to interview with the IDEA Hiring Committee beginning March 23rd, 2015.

Position Purpose:

To coordinate the plans and programs of the Klamath IDEA project, and thereby assist in creating or retaining employment in Klamath County. The Coordinator must be familiar with partner resources in order to effectively contact, communicate with, and assist in meaningful ways with early stage companies, investors and high net worth individuals, and venture and angel capital groups. The Coordinator is directly responsible for the daily activities of Klamath IDEA and related committees.

Essential Duties and Responsibilities:

Coordinate assistance to start-up, early-stage, and existing companies seeking expansion in the following categories:

- New or improved technologies
- Renewable energy development
- Value added exportable products utilizing a local resource
- Services or products supporting high tech and knowledge based industries

Enhance access to business support services through coordination with the Chamber of Commerce, the SBDC, SCOEDD, KCEDA, Business Oregon, and local business service providers

Act as the public liaison, “face”, and “voice” of the IDEA project

Provide communication support to the IDEA Executive Committee, Investor Group, Business Advisors, Vetting Team, and program participants

Support activities that foster an entrepreneurial spirit in the community

Maintain active contact and follow up with IDEA participants via site visits, regular correspondence, and meetings

In conjunction with the Chamber Director at the direction of the IDEA Executive Board, build and maintain a coalition of supportive community leaders and local businesses and organizations to encourage a spirit of entrepreneurialism and connect entrepreneurs, service providers, and potential investors

Assist with implementation of regional networking and educational business development events such as IDEATalks, Boot Camps, Business Plan Competitions, Venture Conferences and Angel Conferences

Staff IDEATalks and related marketing and outreach events as needed

Create and maintain client files

Complete special projects or tasks assigned by the Chamber Director at the direction of the IDEA Executive Board

Attend local, regional, state, or national meetings on behalf of the organization as requested

In conjunction with Chamber Director at the direction of the IDEA Executive Board, develop and maintain an annual budget for the organization

In conjunction with the Chamber Director at the direction of the IDEA Executive Board, supervise the activities of the IDEA Intern/Volunteer(s)

Other duties as assigned

Knowledge, Skills, and Abilities:

To be successful in the position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of economic development strategies, programs, and educational activities targeted at emerging or expanding businesses
- Aptitude for working in a highly diverse environment, with multiple constituencies
- Strong and articulate written and oral communications skills, with experience in public speaking and presentations
- Ability to maintain confidentiality
- Strong organizational and time management skills, including the ability to prioritize tasks
- Experience recruiting, coordinating, and motivating volunteers and partners
- Strong personal network within the entrepreneurial community preferred
- Must be able to travel and work a flexible schedule
- Should be innovative, self-motivated, able to work independently, and comfortable with deadlines
- Mastery of basic computer skills: Word, Excel, Access Outlook, PowerPoint, etc
- Regular reliable attendance and availability

Qualifications:

Bachelor's degree in business administration, economics, marketing, or a closely related field, and experience in economic development; Three years of experience owning and/or operating a small business including financial planning, marketing, accounting, system analysis, personnel management, or an equivalent combination of education and experience sufficient to perform the essential duties of the job.