



## **JOB ANNOUNCEMENT**

### **Director of Investor & Community Relations**

#### **POSITION SUMMARY**

The Director of Investor & Community Relations is a highly-visible, professional member of the ACED team and represents ACED to a broad and diverse group of constituents and audiences. The Director is primarily responsible for retention, recruitment and development of private sector members. The Director serves as the agency's point person for marketing, public relations, and events. Public policy, special projects and support of traditional economic development duties are expected as time and agency workload dictates.

#### **HIRING ORGANIZATION**

##### **Adams County Economic Development, Inc (ACED)**

12200 Pecos Street, Suite 100  
Westminster, Colorado 80234

ACED is a 501(c)6 nonprofit, public/private partnership between Adams County, its nine municipalities and the business community. As a dynamic economic development agency, ACED serves as a catalyst for people, information and resources to help retain and attract primary employers in Adams County. ACED works in close collaboration with economic development and community partners locally, regionally and statewide.

#### **ACED MISSION**

ACED's mission is to attract and retain **primary jobs** and create a **healthy tax** base by promoting investment in Adams County.

#### **TEAM VISION**

Respected. Innovative. Significant.

#### **POSITION TITLE**

Director of Investor & Community Relations

#### **REPORTING RELATIONSHIP**

The Director of Investor & Community Relations reports to the President/CEO.

#### **EMPLOYMENT STATUS**

This is a full-time position, 5 days per week, 8 hours per day (minimum 40 hours per week), with core working hours between 8 a.m. to 5 p.m. Early morning breakfast and lunch meetings occur frequently each week. Evening and weekend activities are required occasionally.

#### **PRIMARY RESPONSIBILITIES**

- **The Director has primary responsibility for investor retention, recruitment and development.**
  - Plans and executes an annual investor recruitment/retention program to develop and maintain a diversified investor base. Growth in private sector revenues as a percentage of the budget is expected. Identifies, selects and recruits new private sector membership to ensure the financial resources necessary to implement programs and services at the budget levels approved by the Board of Directors.

- Personally meets with all investors a minimum of twice a year to develop and maintain relationships, update investor profiles, tailor investment programs, and services to meet investor needs, develop ACED presentations and any membership engagement campaigns that may be required.
- Develops and implements Investor Relations work plan to retain existing private sector investors. Specifically, coordinates a monthly membership contact program.
- Ensures Investor recruitment and renewals are achieved at or above the approved budget levels.
- Develops and implements communications program to keep investors informed of ACED's programs, services, events, business relocations, expansions, investor awards and achievements, new investor recruitment, business trends and issues.
- Schedules and coordinates new member orientations.
- Develops programs to involve investors and members of the business community in the organization, i.e. Investor Forums, Board of Directors meeting, sponsorships, taskforces, committees, Awards Luncheon, receptions, focus groups, surveys, briefings, and other special events as required. Works with investors to obtain facilities and sponsorships to support ACED events.
  - Coordinates planning, preparation and execution of all member events.
  - Schedules and facilitates investor briefings.
- Provides monthly reports to the Board of Directors on the status of the Investor Relations program.
- **Secondarily, the Director plans, coordinates and implements the agency's marketing and public relations programs.**
- **The Director serves as primary staff coordinator and resource to the Investor Relations Taskforce.**
- **Additionally, the Director assists the president with daily operations and management of the organization and staff. Assists in public policy and outreach efforts, and prospect and lead generation.**
- Performs other duties as assigned by the President/CEO.

#### **PREFERRED SKILL REQUIREMENTS**

- Bachelors degree or higher in business, economics, marketing or a related field required (or equivalent experience).
- Strong marketing, sales, promotion and closing skills **required**.
- **Demonstrated** experience in self-supervised sales.
- Ability to motivate, initiate and collaborate on outcomes **required**.
- Excellent writing and public speaking skills **required**.
- Prior economic development experience desirable.
- Position **requires** strong people skills. Ability to establish and maintain effective working relationships with investors, boards, employees, elected officials, public agencies, community organizations, media, special interest organizations, business officials and the public is a must.
- Experience delivering presentations to professional organizations.
- **Required** computer proficiency in Microsoft Word, Excel, PowerPoint, web-based programs, and other software necessary by job requirements.
- Knowledge of the Adams County/Metro Denver business community preferred.

**SALARY RANGE**

\$40,000 to \$50,000 base salary plus commissions. Base pay is commensurate with the selected candidate's combination of education, experience, references and a proven track record. Commissions are 10% on new investment, 7.5% on sponsorships and 5% on retained investment. No ceiling or cap applies.

**APPLICATION SUBMITTAL**

No phone calls please. Submit resume and cover letter to "Human Resources Director" via:

- Email: [HumanResources@AdamsCountyED.com](mailto:HumanResources@AdamsCountyED.com)
- Fax: (303) 453-8505
- Mail: ACED  
12200 Pecos Street, Suite 100  
Westminster, CO 80234

**APPLICATION DEADLINE**

Applications are accepted until the position is filled.