



Career Opportunity

PDC's mission is to create one of the world's most desirable and equitable cities by investing in job creation, innovation and economic opportunity throughout Portland.

Business Opportunity Officer

This position is represented and is exempt.

Recruitment #195151

Salary Range (annualized): \$75,092.32 - \$98,882.25

Opens: 02/23/15 Closes: 03/30/15 EOD (11:59 pm)

The Portland Development Commission

has a positive and productive workforce, whose members are energized, enthusiastic, and firmly aligned with agency goals and have the tools and resources they need to get the job done. The PDC is currently seeking to complement its workforce with the addition of a Business Opportunity Officer. This position is within the Opportunities Cooperative department and reports to the Opportunities Cooperative Manager.

☒ this is an internal/external recruitment

☐ this is an internal only recruitment

How To Apply

- Interested parties must complete an online employment application and submit a cover letter and resume to be considered for this position. Applications are available as a paperless, on-line process at http://www.pdc.us/about_pdc/jobs/default.asp.

Applicants needing reasonable accommodation in order to participate in the application and selection process should contact the PDC Human Resources department at (503) 823-3242. Reasonable accommodation is provided upon request for individuals with disabilities.

PDC is an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, or any protected status. At Portland Development Commission (PDC) we enjoy and encourage a diverse workforce and welcome people of all backgrounds, ethnicity, and culture to apply.

*Applicant materials that are incomplete, or are received after the closing date will not be considered.

Business Opportunity Officer Overview/Summary

Do you want to be part of crafting new capital sources to accomplish the work of the Portland Development Commission? Are you driven to structure new capital sources for community and economic development? Do you like intense collaboration with mission driven colleagues to innovate new approaches and then seek out the projects to test these concepts? Are you transaction oriented and do you thrive in a collaborative environment in an agency striving for a non-racist culture?

Join us at PDC's Opportunities Cooperative, PDC's research and development arm charged with creating new avenues for PDC to accomplish its mission while creating new business models that contribute to the agency's long-term financial sustainability. We are looking for candidates to fill a second Business Opportunities Officer position.

Qualified candidates will be well versed in public, private and public-private finance and have the experience and drive to take a business product development project from beginning to end. This person will be creative and comfortable with uncertainty. They will have a strong collaboration, coordination and communication ethos, both within our small team, with agency colleagues and externally with private and public relationships, some of which they will be responsible for finding and developing, or maintaining.

- Entrepreneurial – makes connections, driven to make something from nothing. Willingness to fail and adjust.
- This person will have an outgoing personality yet practice humility.
- Is passionate about PDC Mission Vision and Values.
- Won't let go of an opportunity or chance to solve a financing puzzle.
- Is driven to accomplish.
- Has vision and an eagerness to problem solve.
- Embrace the political nature of our work.

The Business Opportunity Officer serves in a lead business planning, development and transaction structuring role. The individual in this position will identify, analyze, and craft business plans for new PDC products and programs. The Business Opportunity Officer will serve a critical role as part of a small team of two Business Opportunity Officers and a manager. The team is charged with proactively identifying innovative products, programs, transactions and initiatives that align with the agency's mission, including collaborating with staff agency-wide who are also encouraged to innovate. The team will research, understand, model and craft business plans while also seeking pilot transactions to test the implementation of new products and programs. Success will be measured by the approval of transactions that test new products and programs that may be incubated within the department with the intention of deployment elsewhere within the organization, or if appropriate, immediately deployed.

Additional Responsibilities and Functions

- In coordination with the team, tracks and maintains communications with prospective corporate clients from initial contact through final resolution. Enter and maintain contact relationship information in designated customer relationship management database.
- Performs all other relevant duties as assigned.

Job Scope

- Position receives general supervision along with weekly written status reports, weekly team or 1:1 meetings with supervisor and management-level approval of work plan and major decisions, yet determines own day-to-day practices and priorities for project/program implementation and consistently contributes to development of new concepts.
- Position performs a diversity of work situations that are sometimes controversial in nature.
- Discretion and tact are required when working with public and elected officials as well as private sector executives.
- Job involves a high degree of complexity due to nature of cyclical economic conditions, competing stakeholder interests, and limited resources.
- Maintaining long term relationships with regional business and government partners is critical to success.

Interpersonal Contacts

This position requires frequent contact with C-level business leadership and other key private sector decision makers. In addition to corporate decision makers, external contacts are usually with the private sector, business leaders, regional state political leaders, other government agencies, legal counsel, media, developers, and business executives) and general public.

All positions are expected to represent Commission policy and interests in all contacts and these will often contain confidential/sensitive information requiring discretion at all times. Contacts are normally made with others both within and outside PDC and are made by email, phone and in person.

Supervisory Responsibilities

Position is not supervisory in nature; however, position may oversee the work of consultants, contractors, sub-consultants, temporary workers, and/or other student/intern staff.

Leadership Responsibilities

Position has no formal responsibility for leadership but is expected to clearly act in accordance with the organization's values and vision, especially relative to customer service interactions. May be asked to train and/or orient others. May serve in a project management capacity, which involves providing work direction for other PDC staff for the purposes of achieving the objectives of a particular project.

QUALIFICATIONS

Minimum Knowledge and Skills

- Advanced technical knowledge in more than one of the following areas: business development, transaction development and structuring , financial analysis, corporate and public finance (e.g. bonds, local improvement districts, tax increment, tax abatements), complex capital financing structures such as those using New Markets, Historic and other tax credits, EB-5), equity financing (including familiarity with emerging financing tools such as crowdfunding), and real estate project financing, etc.
- Working knowledge of business plan writing and structures with emphasis on the financial product development and associated analysis of business process, revenues and expenses, and educating and working with PDC staff to understand and provide this information.
- Knowledge of securities regulations for public and private financing mechanisms, including private placements, public offerings, state and local bonding authorities, will be necessary.

- Knowledge and understanding of a broad range of financial intermediaries including banks, equity and other financing sources (e.g., investment banks, program and mission-related investment institutions).
- Knowledge of project management of complex projects often involving multiple stakeholders and groups.
- Effective communication skills including interpersonal, public speaking, and business writing capabilities.
- Strong organizational and prioritization skills, and ability to adapt to changing project assignments, responsibilities and prioritization.
- Strong ability to work with a variety of stakeholders ranging from business owners, developers, and citizens to other public and elected officials.
- Ability to build trust and confidence in others.
- Strong cooperation, consensus building, and persuasion skills.
- Knowledge of and ability to use public presentation and speaking techniques.
- Knowledge and familiarity with economic development principles and practices.
- Advanced knowledge and experience with Microsoft Excel.
- Knowledge of other Microsoft Office software applications (Word, PowerPoint, Outlook, and MS Project).

Minimum Education and/or Training

Bachelor's degree in Business, Communications, Marketing, Real Estate Finance or an equivalent combination of training and experience.

Minimum Experience

Minimum of eight years of experience in business with an emphasis on creative financial problem solving, transaction development, business product planning, financial analysis and modeling.

Preferred Education/Training and/or Experience

Working knowledge of the financing tools listed under the qualifications.

Physical Requirements

Position requires ability to sit for the majority of the work day, and frequently requires standing, walking, hearing, speaking clearly and distinctly, seeing with visual acuity sufficient to read computer monitors or printouts in 8 point or finer type, and repetitive hand and wrist movements. Occasionally requires reaching, bending, or light lifting.

Persons with disabilities may be able to perform the essential duties of this position with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and will depend in part on the specific requirements Job Description.

Working Conditions

Job consists of Normal working hours: Monday through Friday [8 AM – 5 PM] in an office environment; however, additional hours may be needed to meet deadlines. Some travel may be required.