

# PACIFIC NORTHWEST DEFENSE COALITION

## POSITION DESCRIPTION

<b>Position Title:</b>	PUGET SOUND REGIONAL DIRECTOR		
<b>Reports To:</b>	PNDC President & CEO		
<b>Salary:</b>	Base Salary (depending on experience) plus Commission and Bonus		
<b>Benefits:</b>	\$6,000 per year to purchase insurance plus 3% employer matching contribution to retirement plan		
<b>Location:</b>	Flexible within the Puget Sound region		
<b>Position Status:</b>	Exempt	<b>Date Revised:</b>	1/11/17
<b>Position Summary:</b>			
<p>This is a unique opportunity for the right person to play an important role in a fast-growing business association. The Pacific Northwest Defense Coalition is the association of over 240 Northwest defense and security industry businesses. PNDC strengthens our members' business growth, our region's economy, and our nation's security through training, direct counseling, business-to-business networking, and governmental advocacy.</p> <p>We are seeking a proactive professional to direct our member services and growth in the Puget Sound region. The successful candidate will be responsible for effectively serving current members and recruiting new members in the Puget Sound. This individual must be entrepreneurial, diligent, and organized. The successful candidate will have the ability to work collaboratively with PNDC members, staff, and strategic partners.</p>			
<b>Job Responsibilities/Essential Functions:</b>			
<ul style="list-style-type: none"><li>• Identify, develop, and recruit potential new PNDC member businesses in the Puget Sound, including marketing, personal visits, and recommending follow-up by the President &amp; CEO, Board members, and Membership &amp; Marketing Committee members.</li><li>• Regularly communicate with, visit, identify needs of, and facilitate effective services to current PNDC member businesses in the Puget Sound.</li><li>• Assist Puget Sound defense/security businesses in successfully expanding and growing.</li><li>• Effectively coordinate with other PNDC staff to ensure effective outreach and member services. Work in close partnership with PNDC Puget Sound Event Coordinator to ensure successful PNDC networking, training, and advocacy events in the Puget Sound.</li><li>• Complete research and regular membership service and recruitment reports.</li><li>• Develop and maintain cooperative relationships with local, state, and federal government</li></ul>			

agencies, other associations, and local military commands.

- Complete other duties or projects as may be assigned by President & CEO.

**Supervision Responsibilities:**

- None

**Experience, Skills, Knowledge, Abilities, or Education Required:**

- Proven outreach, sales, and/or marketing experience.
- Proven ability to work independently.
- Proven ability to communicate effectively – orally, in writing, and through public presentations – with people of diverse ages and backgrounds, in groups and individually.
- Proven ability to positively solve problems and effectively work as part of a team.
- Understand business and economic concepts.
- Ideal candidate will possess manufacturing work experience or familiarity.
- Ideal candidate will possess government procurement experience or familiarity, especially with defense, security, and aerospace contractors.
- Possess computer literacy sufficient to use various software programs, Internet, and email to produce correspondence, documents, and reports required by the position.
- Bachelor’s degree or five-plus years relevant work experience required.
- Military veterans encouraged to apply.

**Work Conditions and Physical/Schedule Requirements:**

- Periodic after hours work and frequent Northwest (mostly Puget Sound) travel required.
- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 25 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate effectively in person and over the telephone.

**INSTRUCTIONS FOR RESPONSE:**

Qualified candidates should submit a cover letter and current resume to: [jobs@pndc.us](mailto:jobs@pndc.us)

**Priority consideration will be given to applications received by January 29, 2017.**