

# Job Description

**Job Title:** Economic Development & Strategic Account Representative  
**Reports to:** Manager, Member & Energy Services  
**Department:** Member & Energy Services

**FLSA Status:** Salaried/Exempt  
**Salary Range:** \$76,348 - \$94,830  
**Revision Date:** 03/2022

## Job Purpose

This position will be responsible for supporting and implementing Trico's Economic Development and Strategic Account program goals. The program involves all aspects of strategic account development from initial contact during the "business attraction" stage of economic development efforts to maintaining ongoing relationships. This position will continue to build effective stakeholder engagement strategies with state, regional, and local economic development organizations. This position will proactively develop and coordinate efforts in locating and promoting energy intensive business growth.

## Essential Functions

### Economic Development

1. Develops and maintains strategic relationships with key state, regional and local economic development stakeholders to promote Trico's service area and offerings to industry prospects. Actively seek board positions within local economic development organizations, either for themselves and/or the CEO/General Manager.
2. Works with economic development organization partners to promote Trico's service area as an attractive location for new business/expansion through targeted business recruitment missions and attendance at significant national, regional and local meetings/conferences.
3. Maintains a high level of understanding of all local, state, national and USDA economic development programs and know which apply when prospects are needing financial or workforce training assistance.
4. Serves as the initial point of contact for new business prospects and coordinate Trico's response for specific site selection inquiries.
5. Assists with the implementation of annual and long-term business strategic plans for the department.

### Strategic Accounts

6. Establishes a business relationship with Strategic Accounts, providing a single point of contact to resolve concerns about Trico issues such as electric service, power quality, rates, energy usage, business expansion, and other concerns.
7. Conducts periodic strategic account site surveys and rate analysis and billing specifications, i.e., billed on demand, billed with correct multiplier, etc.
8. Markets Trico's products and services by analyzing and understanding the member's business environment, identifying opportunities that mutually benefit the member and Trico, and developing and implementing marketing strategies.
9. Facilitates member agreements including product and service contracts, tariffs and other agreements as necessary.
10. Assists in the preparation of the annual budget of the Member and Energy Service Department as it relates to Economic Development and Strategic Account work plans.
11. Develops strategic accounts events that will involve the participation of the CEO/General Manager and other key staff.
12. Represents Trico at promotional events, trade shows, conventions, and by participation in community and business organizations.
13. Performs other duties as required and/or assigned.

## Competencies

### Organizational Competencies

- Communication
- Cooperation & Teamwork
- Customer/Member Focus
- Safety Orientation

### Job Competencies

- Adaptability/Flexibility
- Attention to Detail
- Initiative
- Relationship Building

## Minimum Qualifications

1. A Bachelor's degree in Business, Engineering, Communications, Marketing, Finance, or related field required with 2 years' experience.
2. Experience working in economic development, energy services, business development or strategic accounts at an electric utility or related organization is required.
3. An equivalent combination of education and job-related experience may substitute for the educational requirements on a year-for-year basis.
4. Knowledge of electricity and electrical distribution and transmission circuits. A general understanding of energy related electro-technologies is required.
5. Travel to/from meetings and various locations and the ability to attend evening and/or weekend meetings as required.

## Preferred Qualifications

1. Certified Economic Developer (CECD) and/or Certified Key Account Executive (CKAE) is highly desired
2. Prior experience with public utility commission regulations.

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is performed in a professional office environment. This position routinely uses standard office equipment such as computers, phones and copiers/scanners. This position is sedentary but will require the ability to move about the office to access files and/or equipment. Must be able to carry and lift up to 15 pounds.

Statements included in this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to the job. The statements are not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The employee(s) may be required to perform other duties as assigned.

## Direct Reports

List by job title any positions to be supervised by the incumbent.

None

**Trico Electric Cooperative, Inc.**  
**is an Equal Opportunity Provider and Employer**  
**M / F / VET / DISABLED and a Drug Free Workplace**