

CLALLAM COUNTY
ECONOMIC DEVELOPMENT CORPORATION

POSITION DESCRIPTION - EXECUTIVE DIRECTOR/CEO

DESCRIPTION

The Executive Director/CEO of the Clallam County Economic Development Corporation (“EDC” or “Corporation”) is responsible for the operation of the Corporation under policies established by the Corporation’s Board of Directors. With the Board, the Executive Director/CEO shall develop and execute a comprehensive county economic development strategy, which includes workforce development, business recruitment, business retention and new business start-up practices leading to capital investment, private and public jobs creation, and expanded property base valuation and tax revenues.

The Executive Director/CEO provides economic development leadership for and works directly with private industry, public entities, and the community at large to promote economic expansion, diversify businesses, and create jobs through existing and new businesses.

The Executive Director/CEO has a clear and specific understanding of the Clallam County economy, as well as how it interacts with the regional and state economies. The Executive Director/CEO will have specific knowledge regarding interactivity with other organizations and how they contribute to cooperative sustained economic and business development. The Executive Director/CEO understands rural based economic development and will be responsible for cooperatively developing and implementing long term economic plans.

DISTINCTIVE QUALIFICATIONS INCLUDE:

- Seven to ten years of increasingly responsible economic and business development experience, a degree or equivalent in business or a related field,
- Outstanding ability to:
 - ✓ Communicate and market ideas, concepts, plans and benefits to the board of directors, public and private entities, and the community at large,
 - ✓ Network on all levels of collegiality,
 - ✓ Understand the importance of and utilization of interagency/inter-organization cooperation to achieve mutual goals and objectives,
 - ✓ Navigate in a changing funding environment,
 - ✓ Provide non-partisan, non-factional, professional leadership and supervisory management.

The Executive Director reports to the Executive Committee, and the Board of Directors.

ESSENTIAL DUTIES

- Responds appropriately to all inquiries from Clallam County businesses considering start-up, expansion, or businesses considering relocation to Clallam County.
- Routinely Communicates with the Executive Committee and the Board of Directors about development of short and long-range plans for implementation, and effectiveness of the Corporation's strategies, as well as staff activities in support of the Corporation's goals and objectives.
- Maintains effective and efficient office operations including management of staff, accounting, record keeping, policies and procedures and related functions.
- Supports and encourages staff development and mastery of skills, provides opportunity for autonomy and supports their sense of purpose.
- Maintains the corporation not-for-profit 501C(6) status, and make certain it complies with all professional and legal business practices.
- Takes a leadership role, and initiatives, to address new trends and evolving needs of the business community such as workforce development, attainable housing, telecommunications, technology access, etc.
- Establishes a collaborative working relationship with local, regional and state economic development partners.
- Develops and implements, with Board input and approval, an Annual Work Program and budget to guide the activities of Corporation.
- Develops and maintains, in conjunction with the Board, sufficient financial support to sustain and grow the organization. (i.e. raising funds from businesses, and other local, state, regional, and federal resources for operations; including finding, apply for and managing private and government grants for economic development activities and programs.)
- Ensures Corporation compliance with and fulfillment of all grant, program and funding partner contracts.
- Maintains appropriate contact with local, state, and federal elected officials, agencies, and staff to ensure information exchange on economic development issues.
- Establishes and maintains business contacts locally, and outside, the community.
- Develops marketing strategies necessary to locate and attract businesses on a regional, national, and international level.
- Serves as a clearinghouse for marketing research, data, and survey information relating to economic activities.
- Monitors federal, state, and local legislative measures related to economic and business development.
- Promotes public policies to encourage County economic development continuity.
- Represents, in coordination with other business associations, the interests of local business and the Corporation in proposed legislation impacting businesses, economic development, and job formation.
- Organizes and prepares, in cooperation with the executive committee, the agenda for Corporation meetings.
- Coordinates and assists Corporation committees.
- Makes certain the Corporation is maintaining accurate and complete records.

OTHER TYPICAL DUTIES:

- Provides professional assistance to existing business, addressing needs in fiscal, marketing, operations and/or management.
- Develops and/or coordinates, and promotes, financial, technical training, and other assistance programs for local businesses and prospects.
- Assembles, maintains and shares data files and reports related to existing industrial and commercial buildings, industrial site locations, demographics, economic indicators and related statistical information, resource agencies and state and federal programs.
- Develops, markets and implements local, state and federal business financial incentive programs to promote private investment and job creation.
- Develops, in cooperation with other agencies and organizations, and coordinates marketing program to attract compatible businesses to Clallam County.
- Develops and/or coordinates and implements, in cooperation with related development agencies and organizations, professional assistance programs to inspire, train and support entrepreneurs seeking to start or grow a business.
- Coordinates economic development efforts with local governments and related development groups.
- Develops and implements a program to improve the business climate and community's preparedness for economic development.
- Assists local communities in the development and expansion of local businesses or industrial parks and markets available sites to business and industry.
- Serves as a public advocate for economic development in the community.
- Track and measure results and impact of programs/services and effectively communicate accomplishments to stakeholders and the community.

EDUCATION AND EXPERIENCE

Masters degree preferred, minimum bachelor's degree, plus 7 to 10 years of progressively responsible experience in economic development, public administration, finance, planning, business or marketing with general management, board, non-partisan, non-factional and supervisory experience.

Degree in business administration, marketing, economics, general management, or a closely related field or equivalent is required.

KNOWLEDGE, ABILITIES AND REQUIREMENTS

- High energy, enthusiastic, quick to respond to opportunities and threats, to build relationships, and to make presentations at every opportunity.
- Demonstrated ability to interact and coordinate organizations, governmental operations and to manage a corporate entity.
- CEcd or NDC certification or significant course work preferred.

- Strong project management skills.
- Excellent verbal and written communication skills and the ability to prepare written and statistical reports from various data.
- Excellent organizational skills and the ability to balance and prioritize multiple tasks.
- Ability to deal courteously, tactfully, effectively and confidentially.
- Ability to work independently and make decisions in accordance with Corporation rules, policies and regulations.
- Knowledge of common office PC applications.
- Must have use of a vehicle for required travel, and must possess a valid driver's license.
- Ability to provide non-partisan, non-factional and professional leadership and to present broad and complex ideas in a straight forward and clear manner.
- Ability to organize and supervise people in a general office environment.
- Willing to be a "hands-on" working director.
- High integrity and history of community service and involvement.
- Knowledge of e-commerce, telecommunications, and computer skills.
- Knowledge of 501C(6) not for profit corporation operation and advantages.
- Budgetary and financial procedures for an economic development operation

JOB LOCATION AND HOURS:

- Based in Port Angeles, WA.
- Requires travel within the County and occasional travel outside the County for work related marketing, recruitment or training purposes.

WAGES, FRINGE BENEFITS, TERMS OF EMPLOYMENT:

- Wages are established annually by the Board of Directors.
- Position is a salaried exempt position.
- Benefits include 401k, medical stipend, life insurance.
- Position is one of at-will employment.

SPECIAL REQUIREMENTS

Clallam County Economic Development Corporation considers applicants for all positions without regard to gender, race, religion, national origin, age, disability, marital or veteran status, sexual orientation, or other protected status.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of specific responsibilities, duties, and skills required of personnel so classified.