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Executive Director Job Description

Organizational Overview

The Columbia County Economic Development Corporation (CCEDC) works to promote and retain the diverse economic vitality of Columbia County and its individual communities while serving as the economic development focal point and resource center for Columbia County businesses and communities. CCEDC is a 501(c) 4 organization led by a 28 member Board of Directors focused on the following strategic directions:

- Bolster partnerships and networks that support economic development in the Columbia County region;
- Retain and grow existing businesses throughout Columbia County;
- Support and nurture entrepreneurs and business start-ups;
- Facilitate the attraction and retention of a quality, skilled workforce;
- Serve as a catalyst to further develop and strengthen the quality “livable communities” throughout Columbia County where skilled workers will want to live; and
- Advocate for local and regional policies that are conducive to business development.

Job Description

The Executive Director of the Columbia County Economic Development Corporation (CCEDC) serves as the leader and manager of the organization and is responsible for promoting economic development efforts in Columbia County. The Executive Director must be skilled in all aspects of running a non-profit economic development organization and will work with and clearly communicate with the Board of Directors in establishing, implementing and maintaining policies and reporting procedures to achieve the overall mission of CCEDC. The Executive Director will serve as the primary spokesperson for the organization and will develop networks and partnerships with private and public stakeholders throughout the region to carry out the mission of the organization.

Responsibilities

- Collaborate on and advocate for comprehensive workforce development strategies that assist employers and educational systems with training, employee recruitment and retention.
- Develop, implement and evaluate a collaborative, comprehensive economic development program that includes strategies to foster entrepreneurship and business startups, retain and expand existing businesses, and attract targeted businesses.
- Cultivate and strengthen partnerships with CCEDC’s key stakeholders including communities, business and community leaders, agencies, and other economic development organizations. Effectively communicate progress, achievements and measurable impacts.

- Develop and implement an aggressive marketing effort that showcases Columbia County's exceptional quality of life, and the benefits of doing business in the region. This includes revitalizing and maintaining the CCEDC website and Facebook page.
- Facilitate a strategic planning process that engages community and business leaders and implement the priority strategies through annual work plans.
- Provide organizational development support for the CCEDC Board and committees.
- Proactively seek out and, when necessary, administer grants and other financial incentives that promote economic development and revitalization.
- Promote public and private sector real estate development, including maintaining a database of public and privately owned sites and buildings available for development.
- Provide oversight of day to day activities and policies of the organization including budget development, revenue generation, and staff supervision. The Executive Director will be responsible for retaining the current and securing additional funding sources.
- Promote public awareness and understanding of CCEDC and its programs. This includes leading efforts to develop and implement events sponsored by CCEDC such as the Business of The Year Awards Banquet.

Requirements

- The Executive Director will be expected to be a strong, innovative leader exercising excellent judgment who works collaboratively with multiple partners in complex organizational structures.
- Have extensive knowledge of economic and community development principles, and stay abreast of advances, trends, and technological innovations related to economic development.
- Have exceptional energy, enthusiasm and the capability to function effectively in a self-directed environment.
- Be knowledgeable of general accounting and bookkeeping principles.
- Proficient in Microsoft Office products including Excel, PowerPoint, Outlook and Word and also be able to effectively use the internet for research, marketing and communications.
- An undergraduate college degree is highly recommended and further economic development accreditations (CEcD, EDFP) are highly desirable.

Application Information

Submit cover letter, resume, references and compensation history to nancyre@frontier.com or CCEDC, PO Box 323, Portage, WI 53901. Writing samples and/or statement of qualifications/interest are recommended. Application deadline for receipt of your application is January 19, 2018.