



Position: Executive Director

Supervisor: Chair of the Board

Organization:

The Economic Development Council (EDC) of Mason County is the state-designated Associate Development Organization (ADO) for Mason County. The EDC is a 501(c)(6) non-profit organization governed by a Board of Directors that provides solutions to strengthen and grow a region of sustainable economic opportunity.

The EDC's mission is to promote the economic vitality and growth of Mason County. We cultivate a partnership of industry, government, labor, and education committed to facilitating business development and encouraging high-income opportunities, all while maintaining environmental quality and enhancing human and health services.

We facilitate the growth of a prosperous business climate by recruiting new companies, retaining, cultivating, and expanding existing businesses. We partner to make Mason County a great place for businesses to thrive with nonpartisan problem-solving and data-driven strategies to get results for Mason County

As the recognized leader in economic development for Mason County, we took the lead on directing Covid relief to businesses that led to allocating \$4,000,000m+ in grants to our local business community.

Position Objective:

The position requires knowledge and a motivated commitment to economic development practices and concepts; and familiarity with public and private sector programs that serve business, industry, and local government. A track record that demonstrates innovative experience in effectively interacting with community and business leaders, as well as elected and appointed public officials is required.

The primary objective of this position is to implement and manage the organization's programs. This will include but may not be limited to ensuring that the financial operations of the organization are in alignment with the implementation programs. This person will work with the Executive Team and the Board of Directors to ensure that the fiduciary and contractual requirements are met and are consistent with budget and policy guidelines.

Primary duties will include, but are not limited to:

- Work in support of the EDC's 501c6 contractual obligations ensuring compliance and completeness.
- Will present to the organization's Board of Directors the development, implementation and tracking of the success of the organization's business retention and recruitment activities.
- Will recommend to the board of directors through own analysis, improvements to the organization's strategic plans and direction.
- Will provide procurement support for the organization to maintain compliance with funding requirements, audit support, and adherence to the policies established in the organization by-laws, policies, and procedures.

- Will work with accounting staff in the delivery of timely financial statements and reports to the Board of Directors monthly.
- Will present to the Finance Committee a budget that is sustainable to the overall fiscal success of the organization as well as a strategy to increase revenues from \$320,000 annually to \$500,000 within one year.
- Will negotiate various contracts of the organization.
- Will work with staff on annual work plan and strategies.

Related Duties and Requirements:

- Knowledge of non-profit budgeting and federal funding compliance requirements, accounting principles and systems.
- Ability to prioritize and implement projects in a fast-paced environment.
- Professional, customer service oriented, and comfortable interacting with diverse community leadership and the public.
- Excellent human relation skills, strong verbal and written communication skills are necessary.
- Ability to respond to and take direction from various contract leads effectively and efficiently.
- Proficient with computer software including Microsoft Office 365 (Word, Excel, Outlook, Publisher, and PowerPoint).
- Other tasks and duties as assigned.

Qualifications:

A bachelor's degree in business management, public or business administration, or a related field, and a minimum of five (5) years of proven high-level experience in community development leadership and experience in an executive level position involving economic development is required. A master's degree in a related field is preferred.

The ideal candidate will have demonstrated successful responsibility in contract and fiscal management, and a background in non-profit finance. The ideal candidate will have a background in procurement policy and must be comfortable and adept at working as a problem solver in a team environment. The above educational achievements can be substituted with prior experience.

It is recognized that the EDC is a public-facing and interactive organization and as such, this position will require an in-office presence with the possibility of a hybrid option after one year of employment.

Compensation and Benefits:

The salary is appropriate with qualifications and experience. The position is a full-time, salaried exempt position. Employee benefits include vacation and sick leave, medical/dental insurance, and others as described in the organizations Personnel Policy Handbook. Salary range is \$120,000 annually.

To apply:

Submit your cover letter, resume, and answered supplemental questions on www.prothman.com no later than 11:59 pm February 18, 2024.

Equal Employment Opportunity:

The Mason EDC is a drug free equal opportunity employer and welcomes all qualified applicants regardless of gender, race, color, ethnicity, religion, disability, age, marital status, veteran status, sexual orientation or gender identity, pregnancy, political affiliation, or any other legally protected status.