



EDCMASON

thriving businesses - strong communities

Shelton, WA

EXECUTIVE DIRECTOR

\$120,000

Plus Excellent Benefits

Apply by

February 18, 2024

(First Review, Open Until Filled)

PROTHMAN

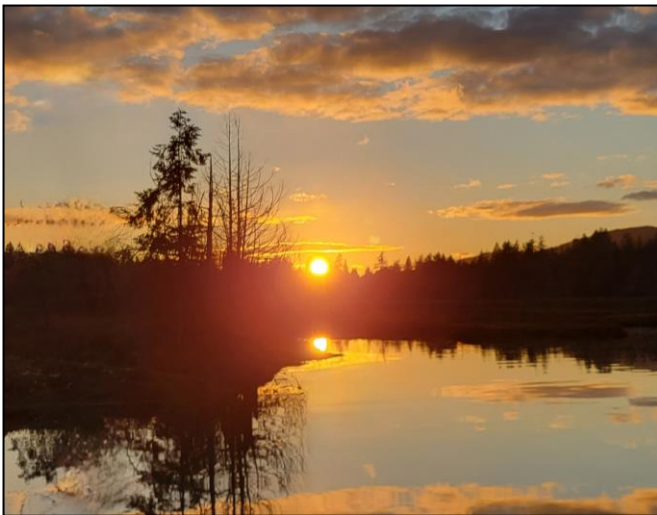


THE REGION



Mason County, located between the Puget Sound and the Olympic Mountains, has approximately 67,000 residents and covers 1,051 square miles.

The City of Shelton is the only incorporated city within Mason County, with surrounding communities of Grapeview, Allyn, Belfair, Tahuya, Hoodport, Lilliwaup, Union and Kamilche offering residents breathtaking views, world-class activities including skydiving, hiking, nationally televised race car track and more. Hood Canal, the only true saltwater fjord in the lower United States, has clear deep waters that provide world-class shellfish harvesting, shrimping and salmon fishing, scuba diving, and miles of pristine shoreline for boaters, kayakers, and beachcombers to enjoy year-round. A thriving culinary scene from locally sourced and wild-caught food, and an active social calendar packed with live music and multiple community events, make this the place to live, work and play. Immediately west of Shelton is Olympic National Park and Olympic National Forest where you will find mountain trails, thrilling vistas, temperate rainforests, waterfalls, and more. Lake Cushman, the Mt. Ellinor Trail and the Staircase entrance to Olympic National Park are just three of the top attractions. Mason County is also home to two tribal nations: Squaxin Island Tribe, the county's largest employer, and Skokomish Tribe. Logging and lumber milling have long been the economic foundation for Mason County, but the economy has diversified its industries to include aquaculture, manufacturing, hospitality, tourism, and tech.



Mason County's educational opportunities are composed of seven school districts, including the Grapeview, Hood Canal, Mary M. Knight, North Mason, Pioneer, Shelton, and Southside School Districts. These seven school districts have twenty-five schools and approximately 9,713 enrolled students. Olympic College, a two-year community/technical college, has a campus in the northeast part of town that also hosts Cedar High School which is part of the Shelton School District.



THE ORGANIZATION & POSITION

The Economic Development Council of Mason County (EDC) is the state-designated Associate Development Organization for Mason County. Operating on a 2023 annual budget of \$320,000, the organization currently has two FTEs including one in Marketing & Communications and the other in Business Development.

EDC is a 501(c)(6) non-profit organization governed by a twenty-member Board of Directors that is made up of leaders from both business and government. The Board provides solutions to strengthen and grow a region of sustainable economic opportunity.

EDC's mission is to promote the economic vitality and growth of Mason County by cultivating 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.

EDC facilitates the growth of a prosperous business climate by recruiting new companies, retaining, cultivating, and expanding existing businesses. EDC partners 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, EDC took the lead on directing Covid relief to businesses that led to allocating more than \$4,000,000 in grants to the local business community.

Reporting to the Chair of the Board, the Executive Director is a dynamic leader that can successfully collaborate with leadership in business, government, education and non-profit entities to grow and diversify Mason County's economy. The Executive Director leads strategic initiatives according to the EDC strategic plan, mission and vision statements, and board direction. The Executive Director is expected to oversee the daily functions of the office and its personnel to include accounting processes, human resources, and overall administrative operations. For a full job description, please view the attachment found [here](#).

To learn more about the EDC Board of Directors, please visit: www.masonedc.org/board



OPPORTUNITIES & CHALLENGES

1. The incoming Executive Director will have an opportunity to work alongside a team of leaders in Mason County that are unified by a widely shared goal of economic growth in their community. This position will be the focal point in coordinating varied organizations with economic development for Mason County in their mission.
2. This position will have the opportunity to build long term strategic goals, while achieving early wins from abundant "low hanging fruit" in Mason County.
3. The Executive Director will develop optimism and wide-spread support for Mason EDC by revisiting its vision, fine tuning it, widely sharing it, and initiating the strategic implementation of that vision.
4. There is an opportunity to distinguish the Mason EDC from other business organizations, so that each can focus on their own goals and strengthen the Mason economy in their own ways.
5. The Executive Director will support and direct the advancement of the Mason EDC Board of Directors with quality information, focus, and engagement with each of their expertise.

THE IDEAL CANDIDATE

Education and Experience:

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 coordinating government grant programs 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.

Necessary Knowledge, Skills & Abilities:

- Skill as a professional self-starter with the ability to engage area leaders in key projects to succeed.
- Experience working with both career and entry level staff, while managing and mentoring a small team. The ability to inspire and motivate teams through positive reinforcement and constructive feedback is essential.
- Experience fundraising for targeted projects and foregoing operating expenses.
- Experience working with a City Council, County Commission or Board of Directors to build achievable goals that will take the organization to the next level of service.
- Knowledge of and experience completing economic development projects that produce living wage jobs and economic multipliers.
- Political acumen and sensitivity to be effective within a broad range of interests with success in the realm of community politics.
- Grant development, management, and reporting experience at the State, Federal, and private foundation level.
- Excellent executive leadership skills and a comprehensive knowledge of economic development including knowledge of the landscape and language of economic development.
- Financial management experience in an organization of similar size.
- Exceptional written and oral communication skills which will be used to clearly communicate the strategic vision to community and staff in a clear and concise manner.

- Knowledge and experience with SWOT analysis, cluster studies, and target industry list creation.
- The ability to ensure future focused strategic planning is in place through the utilization of data driven decisions and industry best practices.
- A track record for delivering results, building accountability for staff at all levels, and creating a positive working environment characterized by teamwork and innovation.
- The ability to communicate with community members on a timely basis regarding the mission, needs, and goals of the organization.

COMPENSATION & BENEFITS

- **\$120,000, negotiable.**
- Medical and dental insurance.
- Retirement up to 6% of annual salary.
- \$1,000 per year towards life insurance premium.
- \$1,000 per year toward disability insurance premium.
- Mileage reimbursement at current federal rate.
- Cell phone stipend.
- Negotiated personal time off.
- 12 paid holidays.

For more information on the Economic Development Council of Mason County, please visit:

www.masonedc.org

The Economic Development Council of Mason County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 18, 2024** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "**Economic Development Council of Mason County, WA – Executive Director**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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