

**The West Central Mountains Economic Development Council** is seeking an **Executive Director** for economic and community development. The economic development council is a regional 501(c)3 non profit servicing Valley and Adams counties in Idaho. Our service area includes the towns of McCall, Donnelly, Cascade, New Meadows, and Yellowpine. We are chartered to fortify a dynamic, sustainable regional economy through community and economic development. The executive director reports to a board of directors consisting of business and civic leaders. The position will be on a contracted (1099) annual basis.

**Required:**

- Self starter who is capable of carrying out a complex, contracted scope of work independently, without supervision
- Able to identify and navigate complex public, private and nonprofit sector relationships in a collaborative and non-biased manner.
- Knowledge and practical experience working on community development projects such as, housing, workforce development, infrastructure, broadband, recreation/pathways or early childhood development.
- Knowledge of economic development concepts and incentive packages for business retention and expansion.
- Knowledge of business attraction principles and practices.
- Practical administrative and/or project management experience.
- Basic experience updating and maintaining websites and social media accounts, including WordPress (or similar), FaceBook, Instagram and Twitter
- Strategic thinker towards short and long term organizational goals.

**Preferred:**

- Master's degree in Public Administration, Business Administration or a related field.
- 10 years of experience in community and economic development and/or nonprofit management.

**Specific duties:**

- Maintenance of [wcmcdc.org](http://wcmcdc.org) and [payetteriverscenicbyway.org](http://payetteriverscenicbyway.org) websites.
- Maintain active social media presence for the organization.
- Business retention & expansion, meet with approximately 50-100 businesses per year.
- Utilize local, regional and state data to craft the annual work plan, strategy, and budget.
- Field calls from the public and partners concerning varied economic and community development topics.
- Maintain a robust and proactive calendar that moves projects and goals forward.
- Respond to 4,000 - 6,000 emails per year.
- Administer all meetings, distribution materials, agendas, minutes, budget compliance, and reports. Lead the board planning team to host the annual economic summit.

- Maintain a positive relationship with regional media outlets to promote the work of the Council.
- Update and maintain economic and community datasets from the Idaho Departments of Commerce and Labor.
- Perform professional level survey research and analysis of local topics where data sets don't exist or are insufficient.
- Build and maintain strong relationships with and between regional stakeholders in business, government, and non profit sectors fostering partnerships and collaboration.
- Seek, write, and administer grants.

The 2021 work plan is available through the link below:

<https://wcmcdc.org/wp-content/uploads/2021/01/EDC-Strategy-2021-Work-Plan-2.pdf>

Contract rate is competitive and determined by experience, with a range of \$60,000 to \$70,000 for a 12 month contract.

To apply, submit a resume/CV and cover letter including 3 references to [admin@wcmcdc.org](mailto:admin@wcmcdc.org). This position will be filled on or before May 31, 2021. Open until filled.