

Wayne Economic Development Corporation
32 Commercial Street, Honesdale, PA 18431

Job Title: Executive Director, Wayne Economic Development Corporation (WEDCO)

Classification: Salaried, Exempt

Position Status: Full Time- 40 hours/week

JOB PURPOSE

This position is the chief executive officer of Wayne Economic Development Corporation (WEDCO), a private not-for-profit, membership-based corporation with the mission of improving the quality of life for Wayne County citizens through job creation and retention activities. The Executive Director serves at the will of the Board of Directors. The Executive Director plans, directs, and manages the activities and the operations of WEDCO, has knowledge of economic development programs and activities, coordinates WEDCO activities with outside agencies and organizations, and provides high-level administrative support to the WEDCO Board. The Executive Director takes on a leadership role within Wayne County to help guide strategic planning and development activities to promote economic growth, sustainability, and vitality.

DUTIES AND RESPONSIBILITIES

- **Management:** Oversee the daily operations of the corporation, including direct supervision of staff; prepare and manage budgets; administer financial programs; draft policies and procedures; assess risks; provide leadership and management of fundraising and membership recruitment/retention efforts; develop, maintain, and support a strong Board of Directors.
- **Project Development:** Coordinate and oversee the development of the Sterling Business & Technology Park, The Stourbridge Project, and any other WEDCO development initiatives set forth by the Board, including financial administration and coordination of contractors and consultants.
- **Grant Writing & Compliance:** Produce grant applications; manage grant compliance, including project development, recordkeeping and documentation, budget, project schedule, and communication with grantors.
- **Business Development:** Promote business start-up and retention activities within the County and be a liaison between resource programs and individual businesses.
- **Marketing / Public Relations:** Oversee marketing and public relations activity for WEDCO; work with marketing consultants to develop and implement a strategic marketing plan, prepare press releases and print material, and website content.
- **Membership:** Promote and support WEDCO membership; create mailings and solicitations, outreach and communication; oversee annual events and special programs.
- **Leadership:** Participate on a variety of boards and commissions; be actively involved in local and regional initiatives to foster economic growth; establish effective working relationships with key stakeholders; promote specific initiatives needed to provide and maintain a competitive business environment, including local and regional strategic planning, and infrastructure development.

SKILLS & QUALIFICATIONS

All candidates should have proven leadership experience; organizational development and management experience, and the ability to establish and maintain effective working relationships.

Qualifications include:

- Bachelor's Degree or equivalent.
- Minimum of 5 years' experience working in business development; successful candidate will have knowledge of economic development programs, local land use policy and regulations, real estate marketing, contract negotiation and administration.
- Administrative experience, including management of staff, budgets and finances; development of business plans; risk assessment and problem solving; setting and achieving strategic goals and objectives.
- Must be able to communicate clearly and concisely verbally and in writing, and demonstrate a positive, professional attitude.
- Demonstrated ability to cultivate, build, and maintain strong working relationships with key stakeholders, including members, agencies, and government officials.
- Past success with working with a board of directors with the ability to enrich board member relationships.
- Experience in project development and administration, fundraising, grant writing/compliance preferred.
- Must be proficient in Microsoft Office Suite and have experience with online platforms, with aptitude to learn new software and systems. Working knowledge of QuickBooks a plus.

- Must be flexible, reliable, trustworthy, able to work independently, and handle confidential information.
- Valid Driver's License and own vehicle are required.
- Selected candidate must pass pre-employment background test and other proficiency tests as determined by WEDCO.

Salary commensurate with proficiency and experience.

WORKING CONDITIONS

- Professional office setting. The noise level in the work environment is usually quiet to moderate. Traveling to meetings and events is required.

PHYSICAL REQUIREMENTS

- While performing the duties of this job the employee is frequently required to stand, sit, walk, use hands to handle or feel; reach with hands arms; talk and hear.

BENEFITS

- Health care insurance (individual)
- Retirement Plan
- Holidays, Sick Leave, Vacation

DISCLAIMER

This job description is not intended to be an all-inclusive listing of activities, duties, responsibilities, or working conditions associated with the position. Other activities, duties, or responsibilities may change or be assigned at any time with or without notice. This job description does not constitute a written or implied contract of employment.

RESUME

Please send resume and salary history to Mary Beth Wood, Executive Director, at mbw@wedcorp.org no later than **September 30, 2024**.

WEDCO is an EEO / ADA employer.

CERTIFICATION - ACKNOWLEDGEMENT OF RECEIPT

<hr/> <p>Employee (print)</p> <hr/>	<hr/> <p>Executive Director (print)</p> <hr/>
<p>Employee Signature Date</p>	<p>Executive Director Signature Date</p>
<p>I certify that I have read, understand, and agree to the responsibilities assigned to the position.</p>	<p>I certify that this job description is an accurate description of the responsibilities assigned to the position</p>