



JOB TITLE: Executive Director, Pacific Salish Economic Development District

LOCATION: Thurston EDC, 4220 6th Ave SE, Lacey, WA 98503

OVERVIEW

As the Executive Director of the Pacific Salish Economic Development District, you will play a pivotal role in driving economic growth, fostering innovation, and enhancing the overall economic vitality of our region. You will lead strategic initiatives, cultivate partnerships, and implement programs to support business development, workforce advancement, and community prosperity in our four-county district that includes Grays Harbor, Mason, Pacific, and Thurston Counties, and is housed at the Thurston Economic Development Council in Lacey, Washington.

This position is **in-person and onsite**; requiring regular traveling to partner communities to build relationships and better understand the needs of the region, with some opportunity for hybrid work in small periods. We are committed to building a sustainable and resilient economic landscape that honors the cultural heritage and values of the Pacific Salish District. The Executive Director will play a pivotal role in standing up the organization, implementing its strategic direction, and executing initiatives to drive economic development, including the incubation of the district, standing up a new Board of Directors, instilling a culture of strong strategic partnerships with a long-term approach.

KEY RESPONSIBILITIES

STRATEGIC LEADERSHIP: Advance and execute comprehensive strategies to promote economic development, attract investment, and create job opportunities within the district, serving as the primary spokesperson and advocate for the organization.

STAKEHOLDER ENGAGEMENT: Build and maintain strong relationships with local government agencies, businesses, educational institutions, community organizations, and other key stakeholders, including neighboring economic development agencies, chambers of commerce, and industry associations, to align efforts and leverage resources effectively.

FINANCIAL MANAGEMENT AND GRANT STRATEGY: Develop and manage the annual budget, secure funding from various sources, and ensure prudent financial stewardship to support the district's goals and objectives. Create and implement a comprehensive grant strategy to identify and pursue funding opportunities that align with the district's economic development goals and initiatives.

COMMERCIAL REAL ESTATE DEVELOPMENT: Leverage in-depth knowledge of commercial real estate markets and trends to identify opportunities for property development and investment that drive economic growth, enhance business infrastructure, and support the district's strategic objectives.

COMPLIANCE AND PERFORMANCE MONITORING: Ensure compliance with all relevant regulations, laws, and reporting requirements, while working closely with the board of directors to fulfill responsibilities. Establish key performance indicators (KPIs) to measure impact, track progress towards goals, and provide regular reports to the board of directors and other stakeholders.

INNOVATION AND BEST PRACTICES: Stay abreast of emerging trends, best practices, and innovative approaches in economic development, and incorporate them into the district's strategies and initiatives.

PROGRAM MANAGEMENT: Direct and oversee complex, multi-jurisdictional economic development projects within the district, ensuring effective coordination among diverse stakeholders, adherence to budgets and timelines, and alignment with regional strategic goals. This includes maintaining the Comprehensive Economic Development Strategy, and monitoring project progress and adjusting plans as necessary.

INFRASTRUCTURE DEVELOPMENT: Lead and manage initiatives related to the development of essential infrastructure, including power, broadband, and other utilities, to ensure that infrastructure projects align with economic development goals and enhance the area's overall competitiveness.



QUALIFICATIONS

Bachelor's degree in economics, business administration, public administration, urban planning, or a related field; advanced degree preferred. A combination of experience and professional development may be substituted in lieu of formal education.

Proven track record of leadership in economic development, with a minimum of five years of experience in a senior management role.

Deep understanding of economic development principles, strategies, and tools, with demonstrated success in implementing impactful initiatives.

Strong financial acumen, with experience in budget development, financial management, and grant writing.

Excellent communication skills, with the ability to effectively engage and influence diverse stakeholders, including government officials, business leaders, community members, and funding partners.

Strategic thinker with the ability to analyze complex issues, identify opportunities, and develop creative solutions to drive economic growth and prosperity.

Demonstrated ability to build and lead high-performing teams, foster a collaborative work environment, and inspire others to achieve shared goals.

Knowledge of local, state, and federal economic development programs, policies, and regulations.

Commitment to diversity, equity, and inclusion, with the ability to promote economic development initiatives that benefit all members of the community.

PREFERRED: Demonstrated success working within rural landscapes and economic development, understanding the unique challenges and opportunities these areas present.

Pay and Benefits

Full time, overtime exempt position with an annual salary of \$86,000-95,000.

Hybrid work arrangement that combines both remote work and in-office work.

Comprehensive health and wellness programs.

Professional development opportunities.

Paid vacation and eleven paid holidays.

IRA matching contribution.

Collaborative and inclusive work environment.

HOW TO APPLY

Please submit a resume, cover letter, and any additional materials demonstrating your qualifications and relevant experience to office@thurstonedc.com. The deadline for submission is Monday, September 30, 2024.