**EDC Team Jefferson – Executive Director**

**Position:** Executive Director
**Location:** 385 Benedict Street, Port Townsend, WA
**Status:** Full-time, salaried, exempt
**Compensation:** $100,000 - $125,000 annually
**Preferred Start Date:** May 5, 2025
**Reports To:** EDC Board of Directors

**About EDC Team Jefferson:**

The EDC mission focuses on high-leverage, place-based activities that improve the economic well-being and quality of life for people in Jefferson County, and the living systems in which we are embedded. We do this by convening businesses, nonprofits, local jurisdictions, and community partners. We use a relational approach in supporting self-organizing networks and actively connect our community to business development resources and economic information. EDC Team Jefferson works to diversify and strengthen a resilient and regenerative economy in Jefferson County. The EDC is Jefferson County’s primary source for economic development-related information and the doorway to business support services. EDC Team Jefferson initiates and facilitates collaborative projects and strategic partnerships. We provide specialized confidential consulting and technical assistance to existing, start-up, and relocating businesses to build resilience throughout Jefferson County. The EDC links resources throughout the local economic ecosystem, develops channels for access to capital, and advocates for local business. The organization strives to elevate systemic thinking and innovation as well as collaborative efforts to cultivate the conditions for transformative change. What differentiates us as an employer is our developmental focus. EDC Team Jefferson strives to be a vehicle through which employees can develop skills and capabilities in alignment with how each staff member seeks to grow and contribute

**Job Summary**

The Executive Director is responsible for leading EDC Team Jefferson in advancing economic development initiatives that support local businesses, workforce development, and sustainable economic growth in Jefferson County. The role oversees strategic planning, financial management, stakeholder engagement, and the organization’s role as the designated Associate Development Organization (ADO) under the Washington State Department of Commerce. The Executive Director serves as the primary liaison between local businesses, government agencies, and community partners.

**Essential Duties & Responsibilities:**

**Economic & Business Development**

* Develop and manage strategic initiatives to improve business retention, workforce development, and economic resilience.
* Provide outreach, technical assistance, and consulting services to businesses, including start-ups and existing companies seeking expansion.
* Facilitate access to funding opportunities by connecting businesses with lenders and economic development programs.
* Collect, analyze, and present economic data to stakeholders, including businesses, government agencies, and non-profits.

**Government & Stakeholder Engagement**

* Represent EDC Team Jefferson in meetings with local, regional, and state government agencies.
* Advocate for economy/business-friendly policies and collaborate with government entities, including the City of Port Townsend, Jefferson County, the Port, and the PUD.
* Secure funding and grants from public and private sources to support economic development initiatives.
* Gather and organize data and prepare reports on trends affecting Jefferson County’s economy.

**Board & Organizational Leadership**

* Recommend strategy revisions and develop annual work plans in support of strategy
* Provide regular updates to the Board on financial status, strategic initiatives, and program outcomes.
* Manage the organization’s annual work plan, budget, and financial controls to ensure transparency and fiscal responsibility.
* Ensure compliance with federal, state, and local reporting requirements.
* Oversee staff management, performance evaluations, and professional development.

**Qualifications:**

**Required Skills & Competencies**

* Strong leadership and strategic planning skills.
* Excellent written and verbal communication skills, with the ability to represent the organization at public events.
* Demonstrated experience in economic development, business consulting, or public administration.
* Knowledge of grant writing, financial management, and government funding processes.
* Proficiency in Microsoft Office and Google Workspace.
* Preference will be given to Jefferson County Residents, outside candidates if selected will be required to relocate to JC.

**Education & Experience**

* Bachelor’s degree required in business, economics, public administration, or a related field.
* Master’s degree preferred (MBA, MPA, or related field).
* Minimum of 3 years of leadership experience in economic development, business management, or government relations.
* Experience working with public-private partnerships, legislative leaders, and community stakeholders.
* Experience in financial oversight, including managing budgets and securing grants.

**Schedule & Benefits**

This is a full-time position, Monday through Friday, with occasional early morning, evening, or weekend meetings. Benefits include paid time off (PTO) and employer-paid medical insurance. The EDC fosters a professional and collaborative work environment.

**Equal Employment Opportunity**

EDC Team Jefferson is an equal opportunity employer and encourages applications from all qualified individuals.

Port Townsend Paper Company is supporting the Economic Development Council in the search for its next Executive Director. All applications received through this posting will be routed directly to the EDC hiring leader for review.