

## **Executive Director, Oneida County Economic Development (Rhinelander, WI)**

A successful public/private economic development corporation seeks an experienced person to continue its effective strategy of retention and expansion of business in Oneida County, Wisconsin. The qualified candidate must be an energetic self-starter and a take-charge person with a strong work ethic. Development, planning, fundraising, financial packaging, public speaking, marketing and organizational skills are essential. Integrity and confidentiality is a must.

Bachelor's Degree in Economic Development, Business or related field from an accredited college is preferred with a minimum of 3-5 years in related management experience. Preference may be given to candidates Certified in Professional Economic Development. Knowledge of State and Federal development programs is desirable. Competitive compensation offered dependent on qualifications. Oneida County residency is favored. Please submit cover letter, resume, and references via email to [c.kelling@ocedc.org](mailto:c.kelling@ocedc.org).

Application must be received by 12:00 noon, Friday, December 15, 2017. OCEDC is an EOE.



### **Job Description and Qualifications**

#### **EXECUTIVE DIRECTOR**

##### **General Description:**

The Executive Director has the responsibility of operational control of Oneida County Economic Development Corporation (OCEDC) and its sister entity Northeast Wisconsin Economic Development Corporation (NEWEDC) with the primary duty of promoting economic development in Oneida County. The Executive Director reports to the OCEDC/NEWEDC Board of Directors and is the active day-to-day manager of the property, affairs and business of the Corporations, under the guidance of and as directed by the organization's Board of Directors. The Executive Director, in partnership with the Board of Directors, develops and executes for the service area a comprehensive economic development strategy.

The Executive Director serves as the manager and primary implementer of economic development programs and activities which support the Corporation's primary mission of "creating, maintaining and promoting economic vitality that improves the quality of life of the people of Oneida County" and so shall collaborate with partners and stakeholders, entrepreneurs and businesses, coordinating and

leading efforts to stimulate economic and community growth, facilitate job retention and the creation of family-living wage, new jobs for area residents, encourage capital investments to expand the tax base, and work to continually improve public understanding of the purpose and functions of the organization.

**Primary Responsibilities:**

**1. Economic Development Coordination and Leadership**

- ❖ Serves as primary Oneida County advocate at all levels (local, regional, state and federal) on issues relating to economic diversification, stability and vitality.
- ❖ Establishes and maintains strategic and collaborative working relationships with local, regional and state economic development partners and stakeholders, including elected representatives, municipalities, business owners, executives and managers. Coordinates OCEDC's and NEWEDC's economic development efforts with local governments and related development groups. Maintains membership and is active in organizations that advance our communities economic security.
- ❖ Takes a leadership role in developing programs and initiatives to address new trends and evolving needs of the business community such as workforce development, housing, and community infrastructure such as transportation, high-speed broadband, telecommunications and technology access.
- ❖ Coordinates with partners and stakeholders in developing and advocating solutions for identified business issues and infrastructure deficiencies that are a detriment to retention and expansion of jobs in Oneida County.
- ❖ Takes a leadership role in efforts to improve the business climate and county's preparedness for economic development.
- ❖ Assists local jurisdictions in the development and expansion of local business sites or business parks and markets available sites to business and industry.
- ❖ Tracks and measures results and impact of programs/services and effectively communicates accomplishments to stakeholders and the community at-large.

**2. Business Support Services**

- ❖ Establishes and then maintains a "one-stop shop" to provide direct support and assistance to entrepreneurs and businesses. Examples of support services include assistance with site location, help with planning and zoning issues, business plan review, making introductions, fostering relationships and providing connections to resources such as statistical information and potential funding sources including revolving loan funds.
- ❖ Responds promptly and appropriately to all inquiries from businesses considering start-up, expansion or relocation in Oneida County. Maintains complete confidentiality as needed or requested in order to protect existing or prospective business owners' privacy concerns.
- ❖ Develops and implements professional assistance programs to inspire, train and support entrepreneurs seeking to start or grow a business.

- ❖ Works with businesses to identify job force training needs. Works with area stakeholders and partners to develop comprehensive workforce education/training strategy addressing those needs. Support initiatives to grow and sustain a skilled workforce. Maintains close working relationships with K-12 School Districts, Nicolet College and UW-WI Extension.
- ❖ Provides assistance to existing business, helping to address needs in fiscal, marketing, operations and/or management. Collaborate with area stakeholders and partners to develop, coordinate and promote financial, technical and other assistance programs for local businesses and prospects.
- ❖ Performs community outreach to improve public understanding of the purpose and functions of OCEDC. Develops and implements a proactive marketing strategy to to showcase the advantages in the community and business environment, including services offered by OCEDC. Markets local, state and federal business financial incentive programs to promote private investment and job creation.
- ❖ Maintains working knowledge of and shares information, data files or reports related to availability of commercial real estate including existing industrial buildings, industrial site locations, resource agencies and state and federal programs.

### **3. OCEDC and NEWEDC Organizational Management**

- ❖ Develops and implements, with Board input and approval, an annual budget to guide the activities of OCEDC and NEWEDC. Manages all programs within the approved budget and reports on operations to the Board of Directors.
- ❖ Identifies potential funding sources from public, non-profit and private sectors and works to secure sufficient financial resources to sustain and grown the organization. Works to increase program funding and to build broad-based community and financial support for economic development activities.
- ❖ Maintains effective and efficient office operations including management of staff. Maintains OCEDC not-for-profit IRS 501(c)(3) status and NEWEDC IRS 501 (c)(6) status.
- ❖ Oversees the management and administration of the Oneida County RLF and the NEWEDC RLF and ensures compliance with all regulations and policies.
- ❖ Oversees grant writing and application, and administration of special projects. Ensures corporation compliance with all grant and program contracts.

### **4. Northeast Wisconsin Economic Development Corporation Property Management**

- ❖ Negotiates lease agreements with new and continuing tenants when applicable.
- ❖ Implements and enforces lease agreements.
- ❖ Annually inspects NEWEDC owned facilities for any alterations or additions or changes made without the prior written approval of NEWEDC. Notifies Lessee of all necessary repairs within the interior of the leased premise which are due to Lessee negligence that Lessee at its sole cost and expense must repair or replace.
- ❖ Secures sufficient financial resources to build/purchase facilities for lease.

**Required Knowledge, Skills and Abilities:**

- Strong leadership and communications skills, including listening skills, written and oral presentation skills, are required. Ease with public speaking is necessary.
- Strong interpersonal skills, high energy, enthusiastic, quick to respond to opportunities and threats.
- Demonstrated ability to deal courteously, tactfully, and effectively with others and to interact with individuals from a variety of socioeconomic backgrounds and education levels.
- Ability to guide and coordinate activities among multiple entities, including organizations, businesses and municipalities.
- Demonstrated ability to successfully manage a corporate entity.
- Working knowledge of general business principles and practices, organization management, and management of industrial/commercial properties.
- Excellent organizational skills and the ability to balance and prioritize multiple tasks.
- Ability to work independently and make decisions in accordance with corporation rules, policies and regulations.
- Strong project management skills.
- Working knowledge of common office PC applications. Ability to prepare written and statistical reports from various data sources.
- Must possess or be able to obtain a valid WI driver's license.

**Qualifications:**

To be considered we prefer a Bachelor Degree in Economic Development or Business plus a minimum of three years related management experience. A background that includes working knowledge of economic development, business recruitment, governmental affairs and public/private finance plus a mix of private and public sector business experience is ideal. Prior success in fundraising, public speaking, grant writing and project management is helpful. This is a highly visible position with significant community and business interaction requiring strong interpersonal skills and ability to maintain confidentiality. Ease with public speaking and a confident leadership demeanor are required.

**Job Location and Hours:**

Position is based at the Oneida County Economic Development offices located at the Rhinelander/Oneida County Airport Terminal in Rhinelander, WI. Position requires travel within the County and occasional travel outside the County for work related purposes. Position requires a flexible work schedule, including occasional early morning and evenings.

**Wages and Terms of Employment:**

Wages for the position are established annually by the Board of Directors. Position is an at-will employment.

**Appointment/Selection:**

The OCEDC Board of Directors Executive Search Committee approves selection based upon merit and qualifications.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required of personnel so classified.