



## **Nonprofit Executive Director Position**

The Nevada County Economic Resource Council is committed to promoting a thriving, attractive business environment in Nevada County. Our organization provides a forum for dialogue and collaboration to create strong, informed strategies for Nevada County's economic ecosystem. Leaders from local public, private and major industry sectors represent different facets of the business ecosystem on our Board of Directors and Executive Team.

We support scalable ventures that create jobs, promote entrepreneurship, help existing businesses, attract new businesses and contribute to the overall prosperity of the community. Citizens of Nevada County have a pioneering, fiercely independent, yet community minded spirit. They are innovators and inventors who want to make a difference, be globally connected, yet live away from the urban environment.

The Executive Director is the key management leader of Nevada County Economic Resource Council. The Executive Director directs, coordinates and administers all the functions of the organization. This is a professional management position responsible for performing a variety of economic development and organizational management functions including business recruitment, business retention and expansion and managing a strategic economic development strategy.

### **Critical Skills:**

- Must possess exceptional written/verbal communication, interpersonal and leadership skills (presenter, cheerleader, negotiator, influencer, collaborator, problem solver, "reads the room," executive level presence, understands business owner, entrepreneurial spirit, sales and outbound marketing savvy, sense of humor)
- Knowledge and experience in running a membership-based organization
- Understands both the macro and micro view to economic development and how to navigate government, private sector and business organizations to deliver on assigned charter and defined outcomes
- Innovative thinker, open to new ideas, inspires others
- Outstanding relationship builder with strong business acumen

- Ability to facilitate impactful strategic planning along with results-oriented working sessions
- Ability to work for/with, and effectively engage the Executive Committee and a Board of Directors made up of diverse community organizations, local government leaders and industry executives
- Fund development
  - Grant writing
- Critical thinking, common sense and active listener
- Passion for Western Nevada County as a citizen and community leader

### **Economic Resource Council tasks include:**

- Renew, engage and expand the business network within the community
- Become the overall business organization of the Western County that provides central access to resources, programs and education
- Manage and navigate the current Covid reset to attract, drive and secure new and ongoing economic growth/job creation
- Actively participate with community and business leaders to create/define/develop new strategies and programs to foster economic expansion
- Be the “go-to” resource point for existing and potential new businesses (this could include building a central database/CRM (customer relationship management) to capture and maintain critical business resources, contacts and services
- Expand Fund development which results in highly supported programs and outcomes
- Host annual economic event which reflects ERC brand/mission/goals
- Collaborate, align and manage relationships with Sierra Business Council, County agencies, Realtors Association and similar stakeholders as it relates to driving economic development
- Understand housing challenges and opportunities (relo’s, short term rentals, low cost housing) as they relate to supporting local economic expansion
- Appropriate networking and alignment with Cannabis business expansion which considers current regulations

### **Executive Director Role:**

- Business and community liaison - visibly active in events, programs and regular communication as a way to develop and enhance relationships
- Actively participate with community and business leaders to create/define/develop new strategies and programs to foster economic expansion for the Western Nevada County
- Collaborate with the Executive Committee and Board of Directors on strategic planning, annual goals and priorities, fund and organizational performance
- Manage, develop and grow the ERC organization / promote team morale
- Manage the relationship with the Sierra Business Council

- Align existing and create new partnerships across the community which foster economic expansion and new business attraction (includes Realtor Assn, County agencies, similar stakeholders)
- Responsible for hosting annual economic event
- Lead defined initiatives and programs
- Champion of ERC brand, PR and media
- Fund development leadership / grant writing
- Oversee ncerc.org website excellence and ongoing evolution

## **DESIRED EXPERIENCE**

- Prior /Similar ED role with measurable/referenceable results
- Business experience / leadership role/s (in interview process - we'd ask about successes and failures)
- Leadership roles requiring strategic planning, new vision setting and team building
- Built partnerships across diverse teams/orgs
- Government engagements/roles
- Financial skills - P&L, budget responsibility, economic/revenue growth
- Fund development
- Sales and Account Management
- Board experience / Executive Committee - served on / engaged with
- Marketing experience
- Relationship builder extraordinaire
- Grant writing
- Presenter at conferences
- Demonstrated skill set of hiring stellar team members and contractors
- College degree / track record of additional training/self development
- Rural / Urban / Global living experience

### **How to apply:**

Please forward a cover letter and resume to: [info@ncerc.org](mailto:info@ncerc.org)

### **Application Filing Deadline:**

Monday, October 30, 2020 by 5:00 pm

### **Compensation:**

**\$75,000 - \$90,000 DOQ**