



Job Description and Qualifications

EXECUTIVE DIRECTOR

General Description:

The Executive Director plays a pivotal role in championing economic development in Oneida County Wisconsin while overseeing operational control of the Oneida County Economic Development Corporation (OCEDC) and its sister entity Northeast Wisconsin Economic Development Corporation (NEWEDC). Reporting to the OCEDC/NEWEDC Board of Directors, the Executive Director serves as the active day-to-day manager of both organizations, formulating and executing a comprehensive economic development strategy while operating under the guidance and direction of the Board.

Primary Responsibilities:

1. Economic Development Coordination and Leadership
 - Act as the primary advocate for Oneida County at all levels, from local to regional, state, and federal, on matters related to economic development, diversification, stability, and vitality.
 - Foster and maintain strategic, collaborative relationships with local, regional, and state economic development partners and stakeholders, including elected representatives, municipalities, business owners, executives, and leaders.
 - Coordinate OCEDC's and NEWEDC's economic development initiatives with local governments and affiliated development organizations. Maintain active membership and engagement with entities advancing economic interests within our communities.
 - Take a leadership role in devising programs and initiatives to address evolving business community needs such as workforce development, housing, and essential infrastructure like transportation, high-speed broadband, telecommunications, and technology accessibility.
 - Collaborate with partners and stakeholders to identify and advocate solutions for business challenges and infrastructure gaps that hinder job retention and expansion in Oneida County.
 - Lead efforts to enhance the business environment and the county's readiness for economic development.
 - Assist local jurisdictions in the development and expansion of local business sites or business parks while actively promoting available sites to businesses and industries.
 - Monitor and assess the outcomes and impact of programs/services, effectively communicating achievements to stakeholders and the broader community.
 - Collaborate with key stakeholders to promote the Northwoods quality of life and the reasons to do business here.

2. Business Support Services

- Establish and maintain a comprehensive "one-stop shop" offering direct support and assistance to entrepreneurs and businesses. Services encompass site location support, guidance on planning and zoning issues, business plan review, facilitation of introductions and relationship-building, and connecting stakeholders to resources, including statistical information and potential funding sources, including revolving loan funds.
- Provide prompt and relevant responses to inquiries from businesses considering startup, expansion, or relocation in Oneida County, ensuring the utmost confidentiality as needed to protect the privacy of existing or prospective business owners.
- Develop and implement professional assistance programs to inspire, educate, and support entrepreneurs in their endeavors to establish or grow their businesses.
- Collaborate with businesses to identify workforce training requirements and partner with area stakeholders to formulate a comprehensive workforce education/training strategy to address those needs. Promote initiatives aimed at cultivating a skilled workforce and nurture strong relationships with K-12 School Districts, Nicolet College, and UW-WI Extension.
- Offer support to existing businesses, addressing fiscal, marketing, operational, and managerial needs. Collaborate with local stakeholders and partners to devise, coordinate, and promote financial, technical, and other assistance programs for local businesses and prospects.
- Engage in community outreach to enhance public understanding of OCEDC's mission and functions. Develop and implement a proactive marketing strategy to spotlight the community's advantages and business environment, including services provided by OCEDC. Promote local, state, and federal business financial incentive programs to encourage private investment and job creation. Maintain current knowledge of available commercial real estate, existing industrial buildings, industrial site locations, resource agencies, and state and federal programs, sharing this information as needed.
- Establish a positive working rapport with Oneida County Board members to inform them of OCEDC goals and accomplishments, gaining support for continued funding.

3. OCEDC and NEWEDC Organizational Management

- Develop and implement an annual budget, in collaboration with Board input and approval, to guide OCEDC and NEWEDC activities. Ensure that all programs adhere to the approved budget and provide regular reports on operations to the Board of Directors.
- Identify potential funding sources from public, non-profit, and private sectors, working diligently to secure the necessary financial resources to sustain and expand the organization. Strive to increase program funding and build a broad-based community and financial support for economic development endeavors.
- Maintain efficient office operations, including the management of staff. Ensure that OCEDC retains its not-for-profit IRS 501(c)(3) status and NEWEDC maintains its IRS 501(c)(6) status.
- Oversee the management and administration of the NEWEDC RLF, ensuring strict adherence to all regulations and policies.
- Supervise grant writing, application, and special project administration, ensuring full compliance with all grant and program contracts.

4. Northeast Wisconsin Economic Development Corporation Property Management

- Negotiate lease agreements with new and existing tenants, as applicable.
- Implement and enforce lease agreements, conducting annual inspections of NEWEDC-owned facilities to identify any unauthorized alterations or additions. Notify lessees of necessary repairs due to lessee negligence, specifying that the lessee must undertake repairs or replacements at their sole cost and expense.
- Secure sufficient financial resources for the construction or purchase of facilities for lease.

Required Knowledge, Skills, and Abilities:

- Strong leadership and communication skills, including active listening, exceptional written and oral presentation abilities, and comfort with public speaking.
- Excellent interpersonal skills, coupled with high energy, enthusiasm, and a proactive approach to seizing opportunities and mitigating threats.
- Demonstrated ability to interact courteously, tactfully, and effectively with individuals from diverse socioeconomic backgrounds and educational levels.
- Proven capacity to coordinate activities across multiple entities, including organizations, businesses, and municipalities.
- Successful track record in corporate management.
- Proficiency in general business principles and practices, organization management, and industrial/commercial property management.
- Outstanding organizational skills with the ability to prioritize multiple tasks effectively.
- Capacity to work independently, make decisions in accordance with corporation rules, policies, and regulations, and demonstrate strong project management capabilities.
- Familiarity with common office PC applications and the ability to generate written and statistical reports from various data sources.
- Possession of a valid WI driver's license or the ability to obtain one.

Qualifications:

To be considered, we prefer candidates to hold a Bachelor's Degree in Economic Development or Business and possess a minimum of three years of relevant management experience. An ideal background includes a working knowledge of economic development, business recruitment, governmental affairs, public/private partnerships and finance, and a blend of private and public sector business experience. Previous success in fundraising, public speaking, grant writing, and project management is advantageous. This role demands a high degree of visibility with significant community and business interaction, necessitating strong interpersonal skills, public speaking proficiency, and a confident leadership demeanor.

Job Location and Hours:

This position is based at the Oneida County Economic Development offices located at the Rhinelander/Oneida County Airport Terminal in Rhinelander, WI. Occasional remote work is possible. It requires travel within the County and occasional out-of-county travel for work-related purposes. The position entails a flexible work schedule, including occasional early mornings and evenings.

Wages and Terms of Employment:

We offer a competitive salary commensurate with education and experience. Annually, the salary for this position is adjusted by the Board of Directors. This is an at-will employment position.

Appointment/Selection:

The OCEDC Board of Directors Executive Search Committee oversees the selection process based on 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.

To Apply:

Interested applicants should provide a letter of interest, a resume, and a list of at least three professional references by March 29th to: OCEDC@ncwrpc.org.