

POSITION

Executive Director



REPORTS TO

Naturally Lewis Board of Directors

POSITION SUMMARY

Naturally Lewis seeks a highly skilled, self-motivated Executive Director, focusing on making Lewis County a great place to live, work, build business & play. The Executive Director will be responsible for all of the organization's functions, and, as part of the Naturally Lewis team, the Executive Director will have general responsibility to guide economic development programs, projects, strategic planning, and initiatives for Naturally Lewis. The ED will also serve as the primary representative of the organization, fostering relationships with the business community, government entities, community organizations and other stakeholders to advance strategic priorities of the organization.

ESSENTIAL POSITION DUTIES

- **Organizational Leadership & Strategic Planning**
 - Lead and oversee the operations and strategic priorities of Naturally Lewis Inc., and its administered entities, including the County of Lewis IDA (LCIDA), Lewis County Development Corporation (LCDC) and the Lewis County Chamber of Commerce.
 - Report to and work closely with the Board of Directors of Naturally Lewis, the LCIDA, LCDC and Chamber to establish policies, strategic direction and governance best practices
 - Work closely with Lewis County government to ensure strategic priorities are in alignment with the goals of the Board of Legislature (BOL) with frequent report-outs. Provide visionary leadership to drive economic growth in Lewis County.
 - Oversee day-to-day operations, ensuring efficiency and alignment with the organization's mission.
- **Staff Leadership & Development**
 - Provide leadership and guidance to a talented team of five staff who implement critical economic development services and projects in the areas of: Business Development and Support Services, Property & Site Development, Tourism Development & Promotion, Marketing of Lewis County, Events & Collaborations with Communities and Placemaking Initiatives.
 - Oversee human resources, including hiring, performance evaluations and staff policies.
 - Foster a positive, flexible and collaborative work environment that promotes innovation, professional development and growth of staff and our communities.
- **Economic and Business Development**
 - Guide and support the team in advancing economic development, tourism development and business development by ensuring initiatives are effectively implemented and promoted, fostering business attraction, retention and expansion efforts.
 - Work with staff and partners to develop and implement initiatives that enhance the county's economic assets and infrastructure to support economic growth.
 - Partner and engage with local, regional and state agencies to promote regional and statewide economic development and to advocate for funding and legislation that favors business and economic development in Lewis County.
 - Promote workforce development initiatives and collaborate with partners to strengthen local talent in entrepreneurship, leadership and youth development.
- **Community Engagement & Partnerships**
 - Build strong relationships with legacy employers, community leaders and government officials to further economic development efforts and collaboration.

- Act as the public face and liaison of the organization, advocating for economic development initiatives.
- Represent Naturally Lewis at regional, statewide and national conferences, meetings and events to advance the organizations mission.
- Serve as a partner and liaison in the Drum Country, NY regional economic development partnership with Jefferson and St. Lawrence Counties.
- **Financial & Operational Management**
 - Guide the development and oversee the budgets of Naturally Lewis and administered entities.
 - Oversee fundraising initiatives, including the Naturally Lewis membership, grant writing, sponsorships and donor relations.
 - Oversee annual Staff Service Contracts with administered entities and Lewis County, ensuring that programs, projects and initiatives advance the mission and key work areas of each entity..
 - Ensure compliance, policy development, and audits of Naturally Lewis and administered entities..

EDUCATION, EXPERIENCE & SKILLS

The individual in this role must effectively oversee the execution of all outlined responsibilities while ensuring the long-term sustainability of Naturally Lewis. The following requirements outline the essential knowledge, skills, and abilities necessary for success in this position.

- **REQUIRED MINIMUM EDUCATION and/or EXPERIENCE:**
 - Bachelor's degree (BS or BA)
 - A minimum of three years related experience in nonprofit management, economic development, community development or a related field
 - Proven leadership and strategic planning experience with a track record of organizational growth and impact
 - Strong financial management skills including budgeting, grant writing and fundraising
 - Exceptional communication and relationship-building skills with the ability to engage a diverse range of stakeholders
 - Strong public speaking skills
 - Experience in leading staff and fostering a collaborative team culture
 - A passion for community growth and a deep understanding of rural economies
- **ADDITIONAL REQUIREMENTS:**
 - Confidentiality is required.
 - Attendance may be required for training, education, or seminars.
 - Frequent travel is required.
 - Attendance of meetings and functions outside of normal business hours

SALARY RANGE & BENEFITS

- Starting Salary Range based on education and experience: \$80,000-\$100,000
- Benefits Package Includes: Paid Time Off, Paid Holidays, Health Insurance and/or Health Insurance Opt-Out Reimbursement Account, SIMPLE IRA, Wellness Stipend, Mileage Reimbursement, Cell Phone Stipend, NYS Paid Family Leave, Annual Performance Reviews, Flexible Work Atmosphere

Naturally Lewis is an Equal Opportunity/Affirmative Action Employer.

All job applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, marital status, disability, veteran status or any other protected class as required by law.