

POSITION

Program & Partnerships Director



REPORTS TO

Executive Director

POSITION SUMMARY

Naturally Lewis seeks a highly skilled, self-motivated Programs & Partnerships Director who will be an integral part of the economic development team, focusing on making Lewis County a great place to live, work, build business & play. The position involves responsibility for assisting in the planning, initiation, implementation, and administration of a variety of short- and long-term business support programming for Lewis County businesses and the Naturally Lewis Membership.

The Programs and Partnerships Director will lead program development and will be responsible for creating and maintaining relationships with economic development partners and Lewis County businesses to support programming. Focused on continuous improvement, the Programs and Partnerships Director will execute program goals, and define and measure impact.

ESSENTIAL POSITION DUTIES

Additional duties may be assigned and existing responsibilities may change as deemed appropriate.

Work as a key member of the economic development team to support team members and team goals in making Lewis County a great place to live, work, build business and play. Activities include, but are not limited to:

- Oversee and implement strategic programs to encourage business growth in Lewis County
- Plan, execute and evaluate all entrepreneurship and business development activities, including but not limited to, growing our business-to-business services database, provide expert technical assistance services and/or find partner agencies to provide services, identify entrepreneurship and business needs.
- Create and nurture broad and diverse network of entrepreneurs, small business owners as well as mentors, experts and advisors
- Lead direct communication of programs and service offerings to business clients through CRM portal
- Develop relevant, educational and engaging content for programs
- Craft, update and manage grant programs and application process
- Encourage, facilitate and maintain partnerships, public and private, to enhance programs
- Lead and manage the Naturally Lewis Membership; crafting and promoting perks and incentives for the membership
- Oversee program impact identification and data collection; regularly present program performance status to Executive Director and Board of Directors
- Maintain program budgeting and work closely with the Finance and Operations Manager
- Consult and collaborate with the Naturally Lewis team on marketing strategies to support promotion of programs

EDUCATION, EXPERIENCE & SKILLS

To perform this job, an individual must be able to ensure agency performance of all duties outlined, as well as any other activities required to ensure Naturally Lewis is sustainable. The requirements below represent the minimum knowledge, skill, and/or ability required.

- Bachelor's degree or minimum of 5 years of professional experience in a similar role.
- Experience in economic development, business development, industry engagement, entrepreneurship, or a related field, preferred.

- Exceptional project management skills; ability to set priorities, develop and execute coordinated programs of work and prescribe the processes needed to achieve the required objectives.
- Excellent communication and facilitation skills, including the ability to synthesize feedback from many different types of stakeholders into a clear galvanizing message.
- Ability to think strategically, problem-solve, and develop programs to achieve organizational goals.
- Ability to work both independently and collaboratively in a fast-paced and complex work environment.
- A global and agile mindset; curious to work and collaborate effectively in a cross border, virtual environment.
- Previous experience in B2B (business to business) partnerships.

ADDITIONAL REQUIREMENTS:

- Confidentiality is required.
- Attendance may be required for training, education, or seminars.
- Frequent local travel is required.
- Attendance of meetings and functions outside of normal business hours

SALARY AND BENEFITS:

- Starting Salary Range based on education and experience: \$65,000 - \$75,000
- 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.