



## **Executive Director, Clallam County Economic Development Council (EDC)**

**Reports to:** Executive Committee and Board of Directors

**Location:** Port Angeles, WA

**Employment Type:** Full-Time Exempt

**Opening Date:** June 1, 2026

**Closing Date:** Open until filled

### **Position Description**

The Executive Director reports to the Board of Directors and serves as the chief executive of the state and county designated economic development agency for Clallam County. The Executive Director is responsible for the overall strategic direction, leadership, membership development, financial oversight, budget and operational management of the organization.

This role works closely with public and private sector stakeholders to promote county economic growth, attract investment, support business retention and expansion, and enhance the community's economic vitality. The Executive Director leads a six-person, high-performing team and manages an annual operating budget of over \$2.5 million while leveraging strategic partnerships, board leadership, and regional collaboration to advance economic development initiatives.

### **Key Responsibilities:**

#### **Strategic Leadership**

- Convene community leaders to develop and implement a comprehensive economic development vision and strategy aligned with the organization's mission based on community and expert input.
- Identify regional supply chain gaps and target industries that complement and strengthen existing employers.
- Lead efforts to attract new businesses, retain existing companies, and support entrepreneurial and startup development.
- Identify and pursue funding opportunities including grants, partnerships, service agreements and member investment.

- Monitor and analyze economic trends to guide strategic initiatives and county competitiveness.
- Provide oversight and compliance for eleven annual contracts and seven federal and state grants that generate over \$2 million annually.
- Create a detailed budget for the following year to be approved by the full Board of Directors.

### **Stakeholder Engagement & Regional Collaboration**

- Serve as the primary spokesperson and advocate for the organization across business, government, community, and media audiences.
- Build strong relationships with municipal partners, legislators, education leaders, and economic development stakeholders.
- Utilize Board member networks strategically to strengthen partnerships, advance projects, and expand opportunities.
- Establish consistent communication rhythms with regional partners to ensure alignment and collaboration.
- Facilitate cooperation between municipalities, businesses, educational institutions, and community organizations.
- Manage the Clallam Economic Alliance (CEA) which directly funds a state lobbyist to pursue three priorities established by the CEA steering committee.

### **Membership Development & Investor Engagement**

- Attract, retain, and engage member investors who support the organization's mission and initiatives.
- Cultivate relationships with key employers and industry leaders throughout the region.
- Demonstrate strong sales and outreach capability to promote the region and expand investment support.

### **Organizational Leadership & Operations**

- Lead and support a professional team while fostering a culture of accountability, collaboration, and results.
- Oversee annual federal single audits of the EDC.
- Oversee daily operations including budgeting, program development, performance measurement, and reporting.
- Ensure compliance with all EDC policies and bylaws.

- Prepare documents for bimonthly board meetings.

### **Marketing, Communications & Regional Promotion**

- Oversee the Clallam EDC's daily marketing and communications efforts, including the production of weekly newsletters reaching more than 6,000 subscribers, management of extensive social media content, and maintenance of the organization's websites, [www.clallam.org](http://www.clallam.org) and [www.NWTechBridge.org](http://www.NWTechBridge.org).
- Host weekly podcasts interviewing a myriad of business owners, state and local government officials and local non-profit leaders.
- Promote the region to prospective employers, investors, and stakeholders.
- Deliver clear, compelling messages that communicate the region's opportunities and economic strengths.
- Utilize storytelling and data-driven messaging to elevate the region's visibility and competitiveness.
- Strengthen the organization's digital presence and marketing tools to support business recruitment and community engagement.

### **Qualifications**

#### **Education & Experience**

- Bachelor's degree in business, Public Administration, Economics, or related field (master's preferred).
- A range of 7-15 years of progressive leadership experience in economic development, business development, public administration, or related fields.
- Demonstrated success in business recruitment, partnership development, or regional economic growth initiatives.
- Proven experience working with boards, public-sector partners, and private-sector stakeholders.

#### **Skills & Competencies**

- Strategic and visionary leadership with strong execution capabilities.
- Exceptional communication and storytelling ability.
- Strong political awareness and ability to navigate public-private partnerships.
- Proven relationship-building skills across business, government, and community leaders.

- Sales and marketing mindset with comfort promoting and pitching regional opportunities.
- Ability to manage complex initiatives and lead a high-performing team of professionals.
- Capacity to modernize systems and processes while maintaining organizational stability.

### **Compensation & Benefits**

- Salary dependent of experience \$135,000–\$170,000
- Cash Incentive Plan.
- Comprehensive benefits package including medical, dental, and vision insurance; paid vacation, sick leave, and paid holidays; and a 3% retirement match through a SIMPLE IRA.

### **How to Apply**

Qualified candidates should email a resume, cover letter, and three professional references to [info@clallam.org](mailto:info@clallam.org). Please include the position title in the subject line. The cover letter should briefly describe your interest in the position and relevant experience and qualifications. Applications will be reviewed as they are received; early submission is encouraged. The position will remain open until filled.