



Executive Director Job Description June 2026

Position Summary

The tecBRIDGE Executive Director serves as the chief executive officer of a regional economic development organization primarily serving stakeholders in the following Northeastern Pennsylvania Counties:

- Berks
- Lackawanna
- Luzerne
- Monroe

The service territory can include the following counties depending on the initiative:

- Pike
- Schuylkill
- Wayne
- Wyoming

The Executive Director reports to the Board of Directors (Appendix A) and is responsible for overall leadership, strategic direction, operations management, and financial sustainability.

Key Responsibilities described further on the following pages:

- Governance
- Financial Management
- Fundraising
- Operations
- Program Management
- Community Engagement and Partnerships



Key Responsibilities Governance

- Responsible for compliance with established organization bylaws and policies.
- Partner with the Board of Directors to maintain governance best practices.
- Support designated Board Sub-Committees on key board priorities:
 - Executive Committee
 - Executive Director Selection Committee
 - Finance Committee
 - Keystone Innovation Zone Committee
- Establish, communicate, and manage annual board meeting schedule and locations.
- Provide quarterly reports on organizational performance, finances, and strategic initiatives.
- Manage board recruitment, onboarding, and engagement.



Key Responsibilities Financial Management

- Perform Chief Financial Officer duties for the organization.
- Develop and oversee the annual operating budget for the fiscal year (July – June).
 - Present annual proposed operating budget at the June Board Meeting for ratification
- Update organizational financial reporting software (QBooks) with all financial transactions.
- Manage all insurances:
 - Board and Officer General Liability
 - Workers Compensation
 - Property
- Coordinate with designated Payroll Vendor on bi-monthly payroll reporting requirements.
 - Ensure bi-monthly cash availability for payroll processing requirements
- Reconcile and pay monthly credit card obligation.
 - Ensure monthly sufficient funds to cover credit card payment
 - Process monthly credit card payment
- Complete monthly bank account reconciliations for primary and secondary checking accounts with current Bank partner.
- Coordinate with Accounting Firm partner to develop and deliver annual tax reporting requirements including:
 - Federal and State Tax Returns (including BCO-10)
 - Annual 1099 processing requirements
 - Annual Commonwealth LLC compliance reporting
- Ensure compliance with all financial reporting and regulatory requirements.



Key Responsibilities Fundraising

- Cultivate and maintain relationships with donors, funders, and sponsors.
- Lead and perform all grant management requirements:
 - Identify potential grant opportunities
 - Complete grant application materials
 - Coordinate and perform awarded grant program tasks
 - Manage awarded grant reporting and compliance obligations
 - Update organizational financial reporting software (QBooks) with all related financial transactions
- Lead and perform all major gift requirements:
 - Similar responsibilities as grant management
- Coordinate annual NEPA Gives participation:
 - Apply for the opportunity to participate
 - Update the NEPA Gives landing page
 - Promote the event to tecBRIDGE stakeholders
 - Update financial records and board reporting



Key Responsibilities Operations

- Oversee day-to-day operations and administrative functions.
- Recruit, hire, supervise, and evaluate staff.
 - Manage one part-time Systems Administrator staff member.
 - Manage annual internship participants.
- Manage tecBRIDGE website and social media visibility/strategies.
- Foster a collaborative, inclusive, and mission-driven organizational culture.
- Ensure compliance with HR policies, employment laws, and best practices.



Key Responsibilities Program Management

- Establish annual Program of Work Plan for Board approval in conjunction with the annual budget cycle. Ensure programs are mission-aligned, visible, and meet performance objectives.
- Lead, manage, and execute the following (current) Program of Work efforts:
 - Collegiate/Non-Collegiate Business Plan Competition
 - Keystone Innovation Zone
 - High School Youth Entrepreneurship Conference
 - High School Business Plan Competition
 - High School Big Idea Essay Competition
 - High School Internship Program
 - Innovation Conference
 - Lackawanna County TechCelerator Program
- Update financial records as required.
- Report program outcomes and impacts in quarterly board reporting.



Key Responsibilities

Community Engagement and Partnerships

- Build and maintain strategic partnerships with community organizations, government agencies, and stakeholders.
- Represent the organization in public forums, events, and media.
- Advocate for the organization's mission and the populations it serves.
- Enhance the organization's visibility and reputation.



FOR SELECTION COMMITTEE DISCUSSION

Qualifications

Education & Experience

- Are degree(s) required? Preferred?
 - 7–10+ years of leadership experience
 - Demonstrated success in fundraising and financial management
 - Experience working with or reporting to a Board of Directors
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Skills & Competencies

- Strong strategic thinking and leadership abilities
 - Excellent communication and interpersonal skills
 - Financial acumen and budget management expertise
 - Proven ability to build relationships and partnerships
 - Organizational and operational management skills
 - Commitment to the organization's mission and values
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Compensation & Benefits

- Salary: Negotiable. Commensurate with experience.
 - Benefits: Negotiable. [Health, retirement, PTO, etc.]
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How to Apply

Please submit a resume and cover letter to ?