

# Sawyer Co/Lac Courte Oreilles Economic Development Corp (SCLCOEDC) Executive Director Job Description Updated 6 16 2022



## REQUIREMENTS

- Excellent communication skills
- Strong organizational skills
- The ability to work with others in a team atmosphere
- Strong technical skills in Word, Excel and PowerPoint
- The ability to work independently and be flexible in scheduling

## PREFERENCES

- Sawyer County resident or very familiar with Sawyer County
- Prior Economic Development experience preferred

## TERM

Six months cancellable by the Executive Committee or Executive Director, 30-day notice required

## RESPONSIBILITIES

1. Lead the annual fundraising effort. The objective is to secure enough funds to sustain the Corporation.
  - a. Goal: Increase in level of contributions from current donors and new donors equal 20% of Executive Director compensation in first 12 months, 30 % in next 12 months and 40% thereafter.
  - b. Board members can be called upon to assist in the annual fundraising campaign.
2. Develop and execute a strategy to sustain the Corporation's activities.
  - a. Goal: The Corporation has adequate funds to continue its operations.
3. Keep current on activities of the standing committees. Assist in projects undertaken by the standing committees, subcommittees thereof and ad hoc committees as directed.
4. Lead the effort to cultivate and develop relationships with area towns, organizations, businesses and entities.
  - a. Goal: Presentations to 7 towns and 5 civic entities a year. Organize and direct one well received investors' meeting a year.
5. Secure grants or other funding for projects undertaken by the Corporation.
  - a. Goal: Funding secured for up to two projects as undertaken by the Corporation.
6. Assist existing businesses and start-up businesses (with the assistance of board members with skills in finance, marketing and sourcing funds where needed) to be successful by:
  - a. Meeting with Sawyer County businesses to determine their needs and how the EDC can help.
    - a. Goal: meet with one business a month.
  - b. Connecting those interested in starting a new business with the appropriate resources such as the SBDC, Northwest Regional Planning and UW Extension.

- a. Goal: All inquiries are responded to within five business days; new business packet kept current.
- c. Assist SBDC in the effort to provide entrepreneurship training to those in Sawyer County interested in starting a new business.
  - a. Goal: one training session held in Sawyer County a year in person or ITV.
7. Perform research projects as deemed appropriate by the Executive Committee.
8. Assist the corporation's objective to promote the betterment of the citizens of Sawyer County.
  - a. Goal: assist with three projects a year that either furthers realization of objectives are above or completes annually one of the tasks listed in the Corporations Strategic Plan.
9. Issue a written monthly report to the Executive Committee and the Board.
10. Attend board committee meetings and assist in completing committee goals and projects; aid in execution of projects.

#### COMPENSATION

An independent contractor paid \$4,000/month, equating 40 hours a week.

10 days PTO, coordinated with the Executive Committee

Paid holidays: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas

#### REPORTS TO

Executive Committee has overall responsibility to oversee this position. However, day to day consultation will come from the President

#### APPLY

Submit a resume, cover letter, and three professional references to [president@sclcoedc.com](mailto:president@sclcoedc.com)