

POSITION TITLE:	Senior Economic Development
LOCATION:	Columbia Economic Development Corporation One Hudson City Centre, Suite 301, Hudson, New York 12534
SALARY:	\$70,000-\$85,000
APPLICATION PROCEDURES:	All interested persons that meet the qualifications listed below are encouraged to submit a cover letter and resume by EMAIL ONLY to Lisa Drahusuk at ldrahus@columbiaedc.com
APPLICATIONS DUE BY:	November 10, 2023

GENERAL INFORMATION:

Columbia Economic Development Corporation (CEDC), a New York Local Development Corporation, is the lead economic development organization for Columbia County, New York. Its mission is to strengthen the area’s tax base through economic development and job creation, to assist business to locate and expand within the County, and to promote Columbia County as a premier spot for both business investment and personal opportunity.

By bringing together stakeholders from the business, education, government, and non-profit sectors, CEDC facilitates the creation of a strategic vision for the future of Columbia County. The organization focuses on four strategic pillars that guide CEDC’s activity: entrepreneurship, infrastructure, quality of life, and workforce & education.

In addition to its overall economic development activities, CEDC administers the City of Hudson Industrial Development Agency (HIDA), the Columbia County Industrial Development Agency (CCIDA) and the Columbia County Capital Resource Corporation (CRC), and provides additional business development assistance through programs for the Small Business Administration’s Microloan program, CEDC’s Revolving Loan Fund, seminars and one on one assistance. To address infrastructure and quality of life, CEDC works closely with the County Board of Supervisors and its Affordable Housing Task Force on housing issues and the needs of Columbia County workforce. CEDC staff’s unwavering commitment to economic development has made them an essential resource for small businesses and residents looking to grow and thrive in Columbia County.

JOB DESCRIPTION:

The Senior Economic Development plans, organizes, monitors, and evaluates economic development initiatives, projects and activities in accordance with the CEDC mission and Strategic Plan. The Senior Economic Development is part of a team of enthusiastic professionals reporting to the CEDC board of directors, comprising a diverse mix of business and community leaders.

This is a senior level executive position reporting to the President & CEO in the design, enhancement and implementation of a comprehensive economic development program, and appropriate marketing strategies to promote, attract, retain and expand businesses, and preserve and increase the property tax base and employment opportunities in Columbia County. This position requires excellent written and oral communication skills, organizational and analytical skills, along with strong working knowledge and experience in the field of economic development.

DUTIES AND RESPONSIBILITIES:

The Senior Economic Development works to create policies and partnerships that join the County's economic and community development efforts with public and private entities at local, regional and statewide levels. The incumbent also serves as liaison to economic development entities, coordinates federal, state and county resources, promotes and participates in specific programs and project development efforts, and implements, monitors and evaluates projects, programs and activities to ensure expected outcomes. Duties associated with this include, but are not limited to:

- Work with CEDC staff, board members, and other stakeholders to evaluate and advance economic development projects at the direction of the President & CEO.
- Manage the Columbia Forward Initiative, which is a partnership between the Columbia County Board of Supervisors, the Columbia County Chamber of Commerce and CEDC, that provides businesses with support programs, loans and grants, and training, in addition to assisting town government with economic development support.
- Provide staff support to the Hudson IDA, Columbia County IDA and the Capital Resource Corporation.
- Support CEDC partnerships with business, government, education and not for profit leaders and community stakeholders, serving as a resource and advocate in supporting economic development opportunities and initiatives.
- Conduct financial analysis of economic development projects and activities, as directed.
- Assist with administrative and management tasks to ensure the efficient operation of the office and execution of economic development projects.
- Regularly report and present activities to the President & CEO, CEDC Board, local government officials, businesses, and other stakeholders.

EXPERIENCE, SKILLS & QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in public administration, business administration, finance, marketing, planning or related field
- Demonstrated work experience at a level that includes the purposes, principles, methods and terminology used in economic development
- Knowledge of New York State, federal, and private economic development programs, site development, and business and nonprofit financing and financial statements
- Knowledge of modern principles and practices of effective management including the ability to organize, plan and coordinate the work of staff
- Ability to write complex reports and grants
- Ability to prepare reports, analyze findings and make recommendations
- Ability to prepare and analyze budgetary figures
- Ability to establish and maintain effective working relationships with civic leaders, public officials, business CEO's, and the general public

COMPREHENSIVE BENEFITS PACKAGE:

- Retirement Savings Program
- 10 paid holidays
- Health Insurance or Waiver
- Life Insurance

- Generous Paid Time Off