

President & CEO, Columbia Economic Development Corp.

Summary

Dynamic local development corporation seeks experienced, versatile, results-driven economic development professional to pilot the organization's multi-pronged initiatives to foster economic and community progress in Columbia County NY.

The successful candidate will manage a staff of eight, administer a \$1.3 million budget, implement a strategic plan and organizational policies, oversee a \$3.5 million small business loan portfolio, leverage economic development funding, maintain relationships with community stakeholders, act as the agency's spokesperson, and serve as a first point of contact for businesses desiring to grow in Columbia County.

The President & CEO must be a strong leader with high integrity and top-notch communication skills, capable of working with many constituencies, guiding staff to carry out CEDC's objectives, and able to work independently under minimal supervision.

The President & CEO will report to the Board of Directors and implement its policies. The individual will be responsible for general administration, communications, finance and accounting, loans and grants, business retention, membership development, and ongoing engagement with board members as well as other partners and stakeholders, including the Columbia County Board of Supervisors, New York State Authorities Budget Office, and other state and federal agencies and representatives.

Essential Duties and Responsibilities

The President & CEO is responsible for the planning, implementation, and coordination of economic development programs and oversight of daily operations, including but not limited to:

- Implement the goals of CEDC as set forth in the 2025 Strategic Plan and organizational policies as established by the Board of Directors.
- Oversee CEDC's fiscal function and performance, including budgeting, management, and reporting. Enhance fiscal health by identifying new programs, grants, and business and membership prospects.
- Continuously communicate with the Board and membership, along with CEDC's stakeholders, partners and regulatory oversight agencies, regarding economic development activities, opportunities and trends.
- Maintain communication with the Columbia County Board of Supervisors and its Economic Development Committee to guarantee continued funding and implementation of the Strategic Plan.
- Manage, train, support and evaluate the professional staff.
- Coordinate economic and community development programs, prospect visits, familiarization tours, existing business growth and retention activities.
- Maintain partnerships with county, town and village elected officials, community organizations and county residents, serving as a resource and advocate in supporting economic development opportunities.

- Promote cooperation between business and education to ensure a strong workforce pipeline.
- Build alliances with regional, state and federal economic development partners, agencies and elected officials to assure local awareness of and participation in programs supporting economic and community development.
- Meet regularly with existing businesses and other key employers, maintaining positive and supportive relationships.

Required Qualifications:

- Bachelor's degree from accredited college or university, or equivalent
- 5 years of progressive experience in economic development
- Understanding of federal, New York State, and local economic development programs and funding sources
- Knowledge of industrial development agency, land bank, and SBA loan functions
- Experience partnering with New York State, county and municipal governments
- Experience providing staff support to a board of directors
- Writing and public speaking skills
- 5 years of personnel management and supervision
- Proven problem-solving, multi-tasking and relationship building skills
- Familiarity with Columbia County's uniqueness

Ideal Candidate

The ideal candidate will have a post-graduate education in business or a related field; proven success managing an entity related to economic development; 5-plus years of experience accessing economic development funding sources in New York State; in-depth knowledge of state, county and municipal governments; 8-plus years of personnel management; 5-plus years providing management support to a board of directors; exceptional writing, public speaking, and relationship building skills; and thorough knowledge of Columbia County's uniqueness.

Additional Information

Salary is dependent on a variety of factors, including but not limited to experience and education. Salary range for this position is \$115,000 to \$130,000 per year. Employee compensation and benefit policies can be accessed at this web address:

<https://columbiaedc.com/wp-content/uploads/2023/09/CEDC-Employee-Handbook-revised-and-adopted-6-27-23.pdf>

Participation in evening meetings is required. Some in-state travel is necessary. Mileage for authorized travel is reimbursed.

To Apply

Submit cover letter, resume, and three references by email only to CEDCSearch@columbiaedc.com no later than December 15, 2025. Anticipated hire Q1 2026.

