

Position: President & CEO

Location: Hudson, New York

Salary: \$130,000 - \$150,000

Benefits: Health Insurance, Paid Time Off, Annual Retirement Contribution After One Year

Summary

The Columbia Economic Development Corp. has resumed its search for an experienced, versatile, results-driven professional to pilot our multi-pronged initiatives in Columbia County NY.

The successful candidate will manage a staff of seven, administer a \$1.3 million budget, implement a strategic plan, oversee a \$3.5 million 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 economic development experience, high integrity, and top-notch communication skills, capable of working with many constituencies while guiding staff to carry out CEDC's objectives and CEDC staff in order to achieve our strategic and operational goals.

Reporting to the Board of Directors, the top candidate will be responsible for general administration, finance and accounting, loans and grants, business retention and expansion, membership development, and ongoing engagement with board members as well as other partners and stakeholders, including the Columbia County Board of Supervisors.

Essential Duties and Responsibilities

- Implement the goals of CEDC as set forth in the Strategic Plan and organizational policies as established by the Board of Directors.
- Oversee CEDC's fiscal function and performance, including budgeting, management, and reporting.
- Communicate with the Board and membership, along with CEDC's stakeholders, partners and regulatory oversight agencies regarding economic development activities, opportunities and trends.
- Work hand-in-hand with the Board of Supervisors and its Economic Development Committee to ensure programmatic and financial success.
- Manage, train, support and motivate the professional staff.
- 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 state and federal economic development partners 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.

The Ideal Candidate

- 5+ years of progressive experience in economic development field
- Understanding of federal, New York State, and local economic development programs and funding sources
- Knowledge of industrial development agency, land bank, and SBA functions
- Experience partnering with state, county and municipal governments
- Experience providing executive support to a board of directors
- Outstanding writing and public speaking skills
- 5+ years of personnel management and supervision
- Proven problem-solving, multi-tasking and relationship building skills
- Appreciation for Columbia County's uniqueness

Additional Information

The salary range is \$130,000 to \$150,000 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 travel is necessary. Mileage for authorized travel is reimbursed.

To Apply

Please submit cover letter, resume, and three references by email only to CEDCSearch@columbiaedc.com no later than May 1, 2026.

About CEDC

Formed as a 501(c)3 nonprofit corporation in 1994, CEDC is the lead economic development organization for Columbia County, New York. Our mission is to strengthen the area's tax base through economic growth and job creation, to help businesses succeed, and to promote Columbia County as a desirable habitat for business investment and personal opportunity. Our activities focus on business retention and expansion, housing, community planning and downtown revitalization, land use, infrastructure including broadband and cellular service, and lending and technical assistance to small businesses.