



**Job Title:** Executive Director

**Job Description:** The Executive Director of the Progress Lakeshore serves as the leader and manager of the organization, and is responsible for the establishment, coordination, leadership, and management of comprehensive economic development efforts in all areas of Manitowoc County. The Executive Director must be skilled in all aspects of running an economic development organization, and will work with and clearly communicate with the Board of Directors in establishing, implementing and maintaining policies and reporting procedures to achieve the overall mission of Progress Lakeshore. The Executive Director will serve as the primary spokesperson for the organization and will develop networks and partnerships with private and public stakeholders.

**Position Responsibilities:**

- Develop, implement, coordinate and lead a comprehensive economic development program which facilitates business start-up and job retention, expansion, and attraction in a variety of commercial and industrial sectors, including maintaining up-to-date marketing and demographic materials, responding to and generating retention and development leads and prospects, and initiating and completing business development projects from start to finish.
- Proactively seek out and, when necessary, administer grants and other financial incentives (e.g. grants, bank loan pools, private equity funding, establishing and administering a revolving loan fund) that promote economic development, revitalization and infrastructure development projects, which benefit Manitowoc County's public and private sectors.
- Lead annual fundraising efforts to assist in the support of PROGRESS LAKESHORE. Collaborate with the fundraising committee in the creation of and execution of a fundraising plan and development of fundraising opportunities.
- Effectively manage the organization and staff, including guiding the professional development of staff.
- Oversee and administer the annual budget.
- Work cooperatively with municipal and investment partners.
- Promote continued public and private sector real estate development, including maintaining a database of public and privately owned sites and buildings available for development.

**Mission Statement:**

It is our goal to be a leader in the community – promoting economic growth and enhancing the quality of life in our area. We work tirelessly to retain, grow, and attract businesses, workforce, and entrepreneurs to Manitowoc County. We collaborate with local & regional organizations to expand our reach and assist everyone, from small start-ups to large corporations, with any aspect of business finance, planning, or development.



- Collaborate on, and advocate for, comprehensive workforce development strategies which will assist current and prospective employers with recruiting, training, and retaining employees.
- Collaborate with neighboring counties and key state and regional development organizations on mutually beneficial development efforts in northeastern Wisconsin.
- Participate in strategic planning process; drive strategic plan, which is created and supported by Progress Lakeshore staff, Board of Directors, and municipal officials.
- Develop, implement, and coordinate a comprehensive marketing program to aid business attraction and market building for business expansion and retention.

**Position Requirements:**

- The Executive Director will be expected to be a strong leader in the County and work cooperatively with governmental authorities and the private sector. A strong public presence and ability to effectively present information is required.
- This person will have exceptional energy and enthusiasm, have the capability and work ethic to function effectively in an independent environment with minimal resources and be an individual of high integrity.
- This position is multi-faceted, and a high-profile community position requiring knowledge and experience in real estate, financial, legal, government, media relations, marketing, and general business matters.
- An undergraduate college degree is required (in a related field) and/or professional certification and further Economic Development accreditation (CEcD, EDFP) is highly desirable.
- Five (5) Years of economic development experience with strong project management skills are preferred.
- A track record of proven success and understanding of business development and municipal government operations/partnerships is required.
- Strong verbal and written communication skills, exceptional interpersonal skills, and solid strategic planning skills.
- Proficient in using Microsoft Office Suite products including Excel, Power Point, Outlook, and Word. Be able to effectively use internet for research, marketing, and communications.
- Manitowoc County residency is preferred.

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# PROGRESS LAKESHORE

Accelerating business success

**To Apply:** To apply, email cover letter and resume, along with salary expectation and 3 work references to: [sam@asrig.com](mailto:sam@asrig.com) -- Enter "Executive Director JOB APPLICATION" in the Subject line of the email. Application Deadline: December 18, 2020.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. Progress Lakeshore is an Equal Opportunity Employer.

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