

**President and Chief Executive Officer
Economic Development Corporation of Shasta County (Shasta EDC)
Salary Range \$110,000-\$135,000
Open until filled.**

The Shasta EDC is conducting a national search for a President/CEO

The Shasta EDC President & CEO is responsible for leading the organization through economic development activities that positively impact the region. The role brings together the economic development activities of the region's cities and county into one cohesive effort benefiting the entire community.

The mission of Shasta EDC is to attract primary businesses to the region, retain and grow existing businesses, promote, and support the growth of the Redding Regional Airport, and maintain a robust entrepreneurial climate within the community.

See our website for additional organizational information.

www.shastaedc.org

This position is responsible for driving organizational relevancy through developing and implementing strategies and measuring results consistent with the Shasta EDC mission, goals, and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement long and short-range strategies, policies, plans and programs to promote economic development and primary industry recruitment, expansion and retention for the Cities of Redding, Shasta Lake City, Anderson, and Shasta County.
- Ensure a constant deal-flow stream of new primary industry prospects considering the region and eventually landing in Shasta County.
- Pursue primary industries that benefit from access to the region's forest and wood products industry.
- Organize, lead, and support the retention/expansion of the region's existing primary industry base.
- Provide professional economic development advice, assist in the application and permitting process, and serve as an advocate for economic development projects in line with the strategies and goals of the organization.
- Support the promotion, marketing, and sale of Stillwater Industrial Park (Redding) parcels including the orderly development of projects.

- Be familiar with the existing inventory of industrial and commercial development sites within the region, including both public and privately owned buildings and land areas.
- Work collaboratively to promote and market the growth and success of the Redding Regional Airport.
- Provide leadership and opportunity for the continued growth and development of the Start-up and Entrepreneurial community within the region.
- Work together with local and regional agencies to create relevant workforce development activities that support primary industries and businesses.
- Maintain continuous engagement with cities, Shasta County, state and national representatives. Also, be active in economic development industry trade groups, including participation in state and national level workshops and conferences.
- Build and sustain public and private investor relationships that fund the Shasta EDCs' economic development efforts.
- Oversee ongoing operation of the organization, including budgeting, financial reporting, and staffing policies and procedures.
- Co-ordinate grant management activities. Identify additional grant opportunities relevant to the ShastaEDCs' mission.
- Other duties as assigned by the Board.

SUPERVISORY RESPONSIBILITIES:

Direct management and oversight of staff members Fulfill supervisory responsibilities consistent with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

ACCOUNTABILITY:

Oversight of Shasta EDC financial activities in collaboration with Board, Executive Committee, bookkeeper, and accountant.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

- Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

- Personal Development - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Interpersonal

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates strong group presentation skills; participates in meetings.

- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Leadership

- Visionary Leadership - Displays passion, confidence and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.

- Change Management - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.

- Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

BUSINESS RELATED CONTACTS:

Develop and maintain strong working relationships with public and private partners, elected officials, complementary community organizations and others at a local, regional, state, and national level.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B.A.) from four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience. Industry certifications preferred.

Proficient with organizations technology including Google and Microsoft suite of products.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION:

Compensation includes a competitive benefits package.

Salary is dependent upon related experience.

Submit resume to chair.shastaedc@gmail.com