



Job Description

Operations Director

Supervisor: Executive Director

Organization

The Thurston Economic Development Council (EDC) is the state-designated economic development organization in Thurston County. The EDC is a 501(c)(4) non-profit organization governed by a Board of Directors, and is the parent organization to the Thurston Economic Development Council Center for Business & Innovation (CB&I), a 501(c)(3) non-profit. The EDC/CB&I's combined mission is to create a vital and sustainable economy throughout the county and region that supports the livelihood and values of our residents. We do this by:

- Connecting local businesses with experts and resources that help them remain competitive;
- Supporting the creation of new businesses through training, advising and coaching;
- Creating and delivering strategic messages that attract new investment to our community;
- Working with our community partners to enhance our collective prosperity and encourage our economic future; and
- Participating with regional partners to ensure that Thurston County plays an appropriate role on the regional economic stage.

Thurston EDC has a highly impactful team of 25 economic development professionals and a 2022 budget of \$12 million, the team works on a variety of programs from diverse funding sources to grow the economic opportunities of our community members. As the lead economic development organization for the County, we took the lead on implementing Covid relief to businesses and grew our business technical assistance resources significantly over the past two years. We have created an effective and impactful entrepreneurial ecosystem that supports the communities of Thurston County. We have a robust and deep partnership model of operations that ensures a strong, vibrant and resilient economy.

Position Objective:

The primary objective of this position is to ensure the orderly implementation of the organization's work programs. This will include but not be limited to ensuring that the financial operations of the organization is in alignment with the implementation programs. This person will work with the Executive Director and the management team to ensure that

the fiduciary and contractual requirements of the funding streams are met, and are consistent with budget and policy guidelines of the organization.

The position requires excellent human relation skills; knowledge and commitment to economic development practices and concepts; and familiarity with public and private sector programs that serve business, industry and local government. A track record that demonstrates energetic and innovative experience in effectively interacting with community and business leaders, as well as elected and appointed public officials is required.

Primary duties include, but are not limited to:

- Work in support of the EDC's 501c4 and the EDC's Center for Business & Innovation's 501c3 contractual obligations ensuring compliance and completeness.
- Will lead, in concert with the organization's director level leaders, the development, implementation and tracking of success of the organization's business retention and recruitment initiatives.
- Will recommend to the Executive Director through own analysis, improvements to the organization's strategic plans and direction.
- Will provide procurement support for the organization to maintain compliance with funding requirements, audit support, and adherence to the policies established by the Executive Director.
- Will work with the EDC's Accounting Manager in the delivery of timely financial statements and reports to the Executive Director.
- Will work with the EDC and CB&I programs to develop budgets that are sustainable and are positive to the overall fiscal performance of the organization.
- Will negotiate and manage the various vendor contracts of the organization including working with program managers on budget strategies with federal funds that require the use of Negotiated Indirect Cost Rates and matching funds.
- Will work with the management team on annual work programs to ensure that each has the adequate funding and staffing allocations.

Related Duties and Requirements:

- Understanding of non-profit budgeting and federal funding compliance requirements
- High level understanding of accounting principles and systems
- Ability to prioritize and implement projects with minimal guidance in a deadline heavy, fast paced environment.
- Professional, customer service oriented.
- Comfortable interacting with a diverse clientele and the public.
- Strong verbal and written communication skills are necessary.
- Ability to respond to and take direction from various program leads effectively and efficiently.
- Proficient with computer software including Microsoft Office Suite (Word, Excel, Outlook, Publisher, and PowerPoint).
- Other tasks and duties as assigned.

Qualifications:

A minimum of five years of high-level, high quality experience in a community service/community development field; and or years' experience in a position involving economic development. Desirous of a bachelor's degree in business management, public or business administration, or related field.

The ideal candidate will have demonstrated progressive responsibility of contract and fiscal management. A background in non-profit finance is preferred; educational achievement can be substituted with prior experience. The ideal candidate will have a background in procurement policy and must be comfortable and adept at working as a problem solver in a team environment.

The organization currently operates in a hybrid-zoom/in-person work environment. It is recognized that the EDC is a public facing and interactive organization and as such, this position will require an in-office presence.

Compensation and Benefits:

The salary is commensurate with qualifications and experience. The position is a full-time, salaried exempt position. Employee benefits include vacation and sick leave, medical/dental insurance, and others as described in the EDC/CB&I Personnel Policy Handbook. Salary range is \$95,000 to \$105,000 annual.

To apply:

Submit cover letter and resume to mhemmen@thurstonedc.com no later than June 15, 2022.

Equal Employment Opportunity:

The EDC/CB&I is an equal opportunity employer and welcomes all qualified applicants regardless of gender, race, color, ethnicity, religion, disability, age, marital status, veteran status, sexual orientation or gender identity, AIDS/HIV or Hepatitis C status, pregnancy, political affiliation, or any other legally protected status. The EDC/CB&I is a drug-free workplace.