

Executive Director, Clearwater Economic Development Association

Serving the Clearwater, Idaho, Latah, Lewis, and Nez Perce counties of north central Idaho, the [Clearwater Economic Development Association](#) (CEDA) seeks a new collaborative results-driven Executive Director (ED). Reporting to the all-volunteer CEDA Board of Directors and headquartered in Lewiston, Idaho, the ED will provide regional leadership and articulates CEDA's mission and goals to the broader community by overseeing the development and implementation of operational and regional strategies set forth in the organization's [Comprehensive Economic Development Strategy](#).

The ED will be active in community affairs throughout the region, promoting CEDA's image and services in and outside the organization. The ED fosters, builds, and sustains healthy relationships with CEDA members and stakeholders including local elected officials; community and economic development staff from federal, state, county, and local agencies; industry and education representatives; and associated non-profit organizations.

Duties include advising and supporting CEDA governance by directing organizational strategies, developing the organizational culture, leading and supervising CEDA staff, managing company resources, optimizing financial operations, ensuring compliance, overseeing day-to-day operations, as well as proposing and developing new and creative ideas for new programs and projects to assist CEDA in fulfilling its mission. In addition, the ED is expected to directly contribute as appropriate to externally funded CEDA activities and programs.

Successful applicants must demonstrate strong leadership skills; four years of experience in program or organizational management; working knowledge and experience with organizational financial management and accounting principles; and ability and willingness to travel (unassisted) locally, regionally, and nationally as needed, including overnight travel. A bachelor's degree in planning, economics, management, public administration, or a related field required with a preference for a relevant advanced degree. The full position description is available at www.clearwater-eda.org/ceda-careers.

Applicants should upload, as a single file (PDF or Word) a letter of interest addressing the required and preferred position qualifications, a current resume, and the name and contact information for 5 professional references at www.clearwater-eda.org/ceda-careers. For best consideration applications should be submitted by June 15, 2021. Anticipate start date for the new Executive Director is October 1, 2021.

Clearwater Economic Development Association, Inc., CEDA, is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.