

**JOB DESCRIPTION**  
**CARBON COUNTY ECONOMIC DEVELOPMENT CORPORATION (CCEDC)**  
**EXECUTIVE DIRECTOR**

Carbon County, Wyoming located in south-central Wyoming, population 15,689 consists of 7,896 square miles with ten communities with Rawlins, WY (pop. 9,227) the county seat. The county is the hub to the state's largest wind energy projects including the largest wind energy project in North America. The county is also known for their gas, oil and uranium production. The Carbon County Economic Development Corporation is searching for a vibrant economic development executive to lead their organization through this exciting time. Carbon County is also home to some of the best outdoor hunting, fishing and recreational activities in the state with the Sierra Madres and Snowy Range to the south to the plains and high desert in the north.

The Economic Development Director identifies factors necessary to attract new economic development interests, coordinates activities such as site tours, presentations for and meetings between local area businesses, government, real estate and development representatives, and prospective client companies. The Director also works with existing businesses to help in business retention and expansion efforts. The position works with considerable independence and initiative under the general direction of the Board of Directors.

Essential Functions:

- Develops and implements strategic plans to guide the Carbon County Economic Development Corporation in order to attract or retain business and industry to Carbon County.
- Represents the County and various community entities to various private enterprise and public agencies.
- Researches and compiles demographic and economic data in response to prospective client inquiries.
- Prepares a yearly budget and reviews work relating to the budget. Submit funding requests to the County Commission, City of Rawlins and other town councils in April of each year for the next fiscal year
- Compiles the Moving Forward Together packet and call on prospective business representatives to become private investors in CCEDC for funding of our program of work.
- Send out invoices on anniversary date of investor membership to all investors and follow up on those who are late in their payments.
- In charge of updating the CCEDC website, [www.ccwyed.net](http://www.ccwyed.net) monthly. Add events and community news on the home page, add or delete available sites and buildings on the real estate site, update the employment numbers monthly, add or delete names of new investors and their logos, update the projects page and any other information pertinent to the organization.
- Prepare a quarterly newsletter to send out to all public and private investors.
- Pay bills on time; enter payments and deposits in QuickBooks weekly. Work with Treasurer or designated board member to reconcile banks statements monthly.
- Prepare board packets for all board meetings consisting of agendas, minutes, financials, executive director's report and other items for the meeting.
- Add buildings and sites to the Wyoming Business Council Zoom Prospector site as needed and review when buildings or sites expires on the site and update or delete as needed.
- Represent Carbon County and CCEDC at various local, regional and state meetings.
- Work closely with all communities in the county, the local Chamber of Commerce, the Carbon County Visitor Council, Rawlins DDA/Main Street, the Wyoming Economic Development Association, the Wyoming Wind Coalition and the Wyoming Business Council.
- Occasionally and as needed attend interim legislative committee meetings as well as during the legislative session to testify or provide written comment concerning issues relating to the county businesses or

organizations. Ex: be a strong supporter of the wind industry in the county and oppose any increase in the wind production tax.

- Attend trade shows that relate to the energy industry in our county and work to attract ancillary businesses that support that industry.
- Answer all email, phone or inquiries via mail as needed.
- Occasionally attend city or town council meetings, county commission meetings or other committee meetings. Some will
- Entail meetings in the evening.

Required Knowledge: Skills and Abilities:

Knowledge of:

- Economic development principles, practices and techniques
- Laws, ordinances, regulations, and policies of various government agencies as they affect the business community and economic development efforts.
- Principles, techniques, and objectives of public relations and information
- Principles and techniques of marketing and promotion
- Research methods and techniques
- Grant writing and program administration
- Play a liaison and expeditor role between various government agencies and private business and development representatives.
- Obtain funding to support program activities.
- Work cooperatively with business, government executives and representatives.
- Communicate and present ideas clearly and concisely, both orally and in writing with various size groups and individuals.
- Prepare clear, concise, complete and accurate reports using proper business grammar, punctuation, and sentence construction.
- Knowledge of Microsoft Word, Excel, Publisher, QuickBooks and Website programs.
- Have good telephone etiquette.
- Experience working with a Board of Directors is helpful.

Working Conditions:

- Office environment; exposure to computer screens
- Some business travel which could require some occasional overnight stays
- Travel to meetings around the county and state and needs to have a valid driver's license.

Acceptable Experience and Training:

Five years of professional level experience in economic development, commercial leasing, banking or other non-profit work. Experience in program implementation, marketing, and public information efforts. Bachelors Degree in Public or Business Administration, Economic Development, Urban Planning, or a closely related field. Other combinations of experience and education that meet the minimum requirements may be substituted.

Send a cover letter and resume to: CCEDC, 215 W. Buffalo St, Rm. 304, Rawlins, WY 82301 or email [info@ccwyed.net](mailto:info@ccwyed.net) by October 1, 2019. Salary dependent upon qualifications.