

# WRIGHT COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP EXECUTIVE DIRECTOR POSITION PROFILE



**Location:** Wright County, MN

**Population:** 154,182

**Households:** 55,367

**Median Age:** 37.4

**Median Household Income:** \$104,269

**Median Home Value:** \$377,499

The Wright County Economic Development Partnership seeks a qualified and energetic candidate to assist in leading an a nonprofit corporation. Wright County is one of the fastest growing counties in Minnesota and is poised for continued growth and opportunity. The position includes a wide range of responsibilities as follows:

- Organizational Administration
- Public and Member Relations
- Economic Development Activities, Including Facilitation of a Revolving Loan Fund and Marketing Activities
- The Executive Director works in collaboration with a 16-member Board of Directors implementing and managing economic development activities with in the County. The Executive Director has frequent interaction with business owners, elected officials at all levels, administrators, developers, educators and others. Additionally, the Director is responsible for developing and implementing annual activities, educational seminars and special projects. Administratively, the position manages the daily operations of the partnership and is supported by a full-time assistant.

## POSITION ANNOUNCEMENT

Wright County, Minnesota is a vibrant, progressive county located in Central Minnesota that offers a great location for business, retail, housing and educational opportunities for the region. The County boasts the great amenities of a larger community, but also offers a safe, small town feel due to our agricultural history and the farming community that surrounds every city.

### Minimum Qualifications:

- A. Bachelor's Degree in Urban Studies, Public Administration, Business Administration, Finance or related field.
- B. Minimum of three (3) years of progressive experience in the public or private sector in economic development, community development, business, or related field.
- C. Must possess and maintain a valid driver's license.

### Desirable Qualifications

- A. Master's degree in Urban Studies, Public Administration, Business Administration, Finance or related field.
- B. A demonstrated record of ongoing continuing education in the Economic Development field.
- C. IEDC Certified Economic Developer (CEcD) and/or a NDC Economic Development Finance Professional (EDFP) is desired.

### Compensation & Benefits

The salary range for this position is \$75,500 - \$100,500, plus a competitive benefits package

## WCEDP Executive Director Duties and Priorities

1. Economic Development Activities
  - A. Promote the resources and assets of the Partnership to both internal and external audiences
  - B. Develop and implement an economic development marketing plan
  - C. Promote business retention and expansion, start-up and/or relocation to Wright County
  - D. Build and maintain networks that create awareness of the Partnership and the County
  - E. Foster a friendly business climate and assist existing industrial businesses
  - F. Communicate with various audiences as necessary
  - G. Maintenance of WCEDP's web site
  - H. Conduct research pertinent to the economic development of the county
  - I. Knowledge of current nonprofit and state and federal programs is important
  - J. Ability to coordinate activity between the three sectors of our society; nonprofit, government and business is necessary
2. Build and Maintain Membership
  - A. Recruit new members and retain existing members
  - B. Coordinate events, including educational seminars and special events
  - C. Create membership benefits i.e... leads, research and economic development resources
  - D. Meet with members on a regular basis
3. Business Management
  - A. Facilitate applications to and management of the Enterprise Loan Fund
  - B. Seek alternative sources of revenue for the Partnership, including grant applications to foundations and government and private business sponsorships
  - C. Build and maintain network of technical and financial resources
  - D. Create and manage the Partnership's annual and five-year budgets
  - E. Knowledge of Microsoft Office programs and QuickBooks are necessary.
4. Workforce Development
  - A. Facilitate and promote organizations that assist businesses in workforce development
  - B. Work with organizations that can increase business productivity and promote these relationships with Wright County businesses
5. Program Administration
  - A. Provide leadership and support to the Board of Directors and committees and implement their directives
  - B. Develop policies and programs with assistance from the Board of Directors
  - C. Develop, update and implement county plans and strategies for promoting economic development activities within Wright County
  - D. Act as the primary staff contact for business or development inquiries, maintain inquiry log and provide follow-up assistance as required
  - E. Provide information and assistance to existing and new businesses and industries in locating, relocating, or expanding in the Wright County area. Initiates and assists with activities designed to promote and attract new business to the community
  - F. Develops recruitment resources to assist prospective businesses and industries to relocate to Wright County
  - G. Schedule and coordinate board and committee meetings
  - H. Manage and maintain the Partnership's documents, files and data
  - I. Administer the daily operations of the Partnership
  - J. Other duties as assigned by the Management Committee

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# **WRIGHT COUNTY is HOME to...**

## **Location, Geography & Demographics**

Wright County lies in East Central Minnesota, bordered on the north by the Mississippi River and the east by the Crow River. Due to its proximity to the Twin Cities Metropolitan Area, this county is one of the fastest growing in the state.

Farmland, rivers and lakes characterize the landscape of Wright County. The county was established in 1855, and named, after much debate, for New York politician Silas Wright, a former U.S. senator. Monticello became the county seat. Pioneers from all over Europe, with a majority coming from Germany and Sweden, settled in what was then the Big Woods - large stands of oaks, elms and basswood - to make their living from the land.

## **Government**

- There are 16 cities and 18 townships that exist in the county, which has a total estimated population of 154,182 in 2024.
- The Board of Commissioners, with 5 elected members, is the policy-making governing body. The Board appoints a County Administrator to implement board policies and oversee the functioning of county operations.
- Buffalo was established as the county seat in 1868 and has a population of over 16,670 (2020 census)

## **Economics & Land Use**

Wright County covers 716 square miles. About 66% of its land is classified as agriculture. The median current residential home sale is \$377,499. The total Wright County Estimated Market Value of all taxable real estate in 2018 was \$14,001,121,800. The market value for new construction in the county in 2014 was \$125,888,000. The county government operates on a budget of \$146,978,428 (2019 Budget). \$70,757,472 of the budget is from Wright County property taxes. Residents of Wright County enjoy a mix of agricultural, residential, and recreational land uses while its labor force continues to grow for future economic development.

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## **Economic Development Director - Hiring Timeline**

Position announcement:	October 1, 2024
Application deadline:	November 1, 2024
Interview Candidates:	Week of November 18-22, 2024
Tentative Start Date:	January 2, 2025

\*This hiring timeline is tentative and subject to change at the sole discretion of the WCEDP