



The Wyoming County Industrial Development Agency is seeking a highly skilled, self-motivated Executive Director, CEO, CFO, focused on making Wyoming County a great place to live, work, build and grow business and recreate.

The Executive Director will be responsible for all of the organization's day to day functions, and, will have general responsibility to guide economic development programs, projects, strategic planning, and initiatives for Wyoming County.

The Executive Director will also serve as the primary representative of the organization, fostering relationships with the business community, government entities, community organizations and other stakeholders to advance strategic priorities of the organization.

Education, Experience & Skills

Required minimum education Bachelor's Degree in Business Administration, Economics, Urban and Regional Planning, Economic Development, Public Policy is preferred. Advanced education and completion of professional economic development trainings are optimal. Relevant work experience can be substituted for degree requirement.

A minimum 5 years of experience in administering an economic development organization, public authority, nonprofit, community development entity or a related organization is preferred. Experience in project management and compliance with federal and state agencies is required.

Proven leadership and strategic planning experience with a strong understanding of finances and management of budgets, and monitoring the organization's expenditures.

Exceptional written and verbal communication and relationship-building skills with the ability to engage a diverse range of stakeholders

Experience in leading staff and fostering a collaborative team culture, with a positive and upbeat work style. A deep understanding of rural economies and economic development is important.

Experience or knowledge of property & site development including state and federal brownfield programs for remediation and redevelopment of environmentally challenged properties.

Additional Requirements

Confidentiality related to proposed projects is a key requirement.

Occasional travel is required for visiting business prospects, professional training, education, or seminars. Attendance of meetings and functions outside of normal business hours is common and required.

Possess the knowledge, professional competence and vision required to effectively lead implementation of a county-wide economic development plan and drive economic growth in Wyoming County.

Knowledge of current economic development trends and practices, business development retention, and marketing, contract negotiations and administration.

Evidence of ability to exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.

Strong management skills, including the ability to plan, direct and coordinate activities; negotiate and administer contracts; and the ability to direct, motivate, support and evaluate staff.

Computer literacy and experience with relevant software applications including MS Office Suite. Some knowledge of Adobe Creative Suite, and CRM software is a plus.

Organizational Leadership & Strategic Planning

Lead and oversee the operations and strategic priorities of the Wyoming County IDA and its administered entities, including the Wyoming County Business Assistance Corporation (WCBAC), and the Wyoming County Business Center (WCBC) a local development corporation.

Report to and work closely with the Board of Directors of the WCIDA, WCBAC, and WCBC to establish policies, strategic direction and governance best practices.

Work closely with Wyoming County government and agencies to ensure strategic priorities are in alignment with the goals of the Wyoming County Board of Supervisors.

Staff Leadership & Development

Provide leadership and guidance to implement critical economic development services and programs in the areas of: business development, entrepreneurship and business attraction marketing.

Oversee human resources, including hiring, performance evaluations and staff policies. Foster a positive, collaborative work environment that promotes innovation, professional development and growth of staff.

Economic and Business Development

Guide and support the team in advancing the economic development mission, tourism and business development by ensuring initiatives are effectively implemented and promoted, fostering business attraction, retention and expansion efforts.

Work with staff and partners to develop and implement initiatives that enhance the county's economic assets and infrastructure to support economic growth.

Partner and engage with local, regional and state agencies to promote regional and statewide economic development and to advocate for funding and legislation that favors business and economic development in Wyoming County.

Promote workforce development initiatives that serve the business community.

Collaborate with partners to strengthen local talent in entrepreneurship and leadership development.

Financial & Operational Management

Guide the development and oversee the budgets of the Wyoming County IDA and administered entities. Oversee initiatives, including grant writing, assist in all reporting and other documents for compliance with regulatory requirements that govern the WCIDA, WCBAC and WCBC entities.

Review and support policies for the Board to ensure compliance with regulatory requirements and IDA Best Practices.

Manage annual service contracts with administered entities, ensuring that programs, projects and initiatives advance the mission and key work areas of each entity. Ensure compliance, policy development, and audits of the Wyoming County IDA and administered entities.

How to apply: Interested candidates are invited to submit a resume and cover letter that highlights their qualifications and enthusiasm for this position. Please send your application resume and 3 professional references to jpierce@wycoida.org. Resumes will be reviewed starting August 1, 2025 and until the position is filled. If there are any questions call Jim Pierce at 585-786-3764.

Salary: \$105,000-\$120,000 per year, range dependent on level of experience. Benefits Package Includes: Paid Time Off, Paid Holidays, Health Insurance and/or Health Insurance Opt-Out Reimbursement, NYS Retirement System, Mileage Reimbursement, Cell Phone, NYS Paid Family Leave, Annual Performance Reviews, Flexible Work Atmosphere.