

Leadville Lake County Economic Development Corporation in Leadville, CO is seeking an Executive Director

As Executive Director, this hands-on role is to implement the County's strategic plan and the LLCEDC Economic Development Program, which focuses on new business attraction and business expansion.

Essential Functions:

- Collaborate with local, regional and state business representatives and government officials to develop and implement strategic goals and objectives;
- Facilitate the coordination of bimonthly meetings to train and advance the growth of newly developing and established businesses within the community;
- Coordinate mentorship programs between business owners for business retention and expansion;
- Create and implement a multi-year marketing plan; and fiscal budget;
- Direct all daily operations including overseeing the business revenues of accounts payables, receivables and payroll to fiscal budget;
- Assist in promotion of recruiting and retaining members.

Qualifications:

- Comprehensive understanding of Municipal economic development, Urban Renewal Authority, grant writing, fund raising, planning and zoning and knowledge of business start-up, analysis, expansion and incubation;
- Bachelor's degree required; preferably in Economics, Accounting, Business, or related field.
- Three years' of relevant Economic Development experience with proven success;
- Proven ability to establish working relations with community leaders;
- Strong verbal & written communication, with experience in public speaking;
- Solid computer skills including MSOffice products; Additional experience with broadband networking infrastructure desired but not required;
- Candidates should expect to establish residence within 9 months if not already residing within Lake County.

Leadville is an historic former mining town on the cusp of an economic renewal that is primed for change. It is North America's highest-elevation city, surrounded by ski resorts and hiking trails in the heart of the picturesque Rocky Mountains. We are a community that works together and plays together.

If your experience could provide such impact, Submit resume, cover letter, list of four work-related references, and brief written discussion on "How to Approach Economic Development in Leadville, CO" to: llcedc@lakecountyedc.com or Leadville/Lake County EDC, PO Box 1503, Leadville, CO 80461.

We are an equal opportunity employer. We embrace the diversity of our workforce. Therefore, all employment decisions are based solely on qualifications, merit, and business need.