

WASHAKIE DEVELOPMENT ASSOCIATION
September 2026
POSITION DESCRIPTION

EXECUTIVE DIRECTOR

OVERALL FUNCTION:

Serve as Executive Director of the private economic development organization for Washakie County, Wyoming. Provide leadership, management, planning, organization, and communication to promote economic development throughout Washakie County. Work collaboratively with city, county, chamber, state, regional, and private-sector partners to attract new business, support business retention and expansion, and strengthen the local economy.

MAIN RESPONSIBILITIES AND DUTIES:

1. Organization Administration and Operations

- a. Prepare the annual budget and maintain accurate financial records for the organization.
- b. Perform recordkeeping, budgeting, clerical, and other administrative and financial duties.
- c. Generate financial support for the organization through appropriate outreach, partnerships, and funding opportunities.
- d. Lead membership recruitment and retention efforts, including outreach to prospective members, ongoing member communication, invoicing coordination, and relationship-building with existing members.
- e. Maintain regular office operations, including office hours, phone, email, correspondence, and general communications.
- f. Prioritize work effectively within available time, staffing, and financial resources.
- g. Operate within the approved budget and follow Board processes and approvals for spending and key decisions.
- h. Work with limited supervision, with the President of the Board serving as the direct supervisor.
- i. Manage WDA property-related responsibilities as assigned, including tenant or user coordination, maintenance coordination, records, inspections, and communication with the Board regarding property needs.
- j. Screen meeting invitations and commitments to ensure alignment with WDA's mission, priorities, and available resources.
- k. Perform other duties deemed appropriate by the WDA Board of Directors.

2. Business Support, Financing, and Project Development

- a. Manage Revolving Loan Funds, including application intake, borrower communication, loan documentation coordination, payment tracking, compliance monitoring, and Board reporting.
- b. Provide small business counseling and technical assistance to entrepreneurs and existing businesses, including guidance on business planning, financing options, resource referrals, and expansion or retention strategies.

- c. Prepare lead proposals for prospective business, expansion, retention, and community development projects, including gathering project information, coordinating partner input, identifying available resources, and presenting WDA's value proposition clearly and professionally.
 - d. Provide project management for WDA-supported initiatives, including coordinating timelines, partners, resources, communications, deliverables, and progress reporting.
- 3. Marketing, Outreach, and Public Relations**
- a. Manage public relations, social media, and podcast-related communications, including developing content, sharing WDA updates, promoting programs and projects, coordinating messaging, and strengthening public awareness of WDA's work.
 - b. Represent WDA on local committees, boards, task forces, and planning efforts as appropriate, including attending meetings, sharing WDA perspectives, reporting relevant updates, and supporting community economic development priorities.
 - c. Cooperate with other economic development organizations and partners, including WBC, NWC, MW, and other organizations as needed, to support shared economic development goals, coordinate resources, and advance regional initiatives.

DESIRED QUALIFICATIONS:

- 1. Bachelor's degree in marketing, business administration, economic development, public administration, or a related field preferred.
- 2. Two to three years of experience in the private or public sector preferred, with preference for experience in economic development, business support, nonprofit management, community development, finance, marketing, or related work.
- 3. Strong interpersonal, analytical, organizational, and communication skills.
- 4. Self-starter with the ability to manage multiple projects, priorities, deadlines, and relationships at the same time.
- 5. Ability to work collaboratively with businesses, public officials, community organizations, regional partners, Board members, and the general public.

COMPENSATION AND BENEFITS:

Compensation and benefits will be determined by the WDA Board of Directors and will be commensurate with experience, qualifications, and available budget.

Salary: Starting at \$48,000 per year DOE (Dependent on Experience)

Schedule: Flexible work schedule available and negotiable

HOW TO APPLY:

Please send a resume, cover letter, and professional references to wda@rtconnect.net or to Washakie Development Association, P.O. Box 228, Worland, WY 82401. For further questions call 307-347-8900 or 307-388-8120.