



**Employer:** CenterFuse

**Job title:** Executive Director

**Job type:** Full time

**Location:** Ellensburg, with remote work upon approval

CenterFuse (aka Ellensburg Business Development Authority) was established thirty years ago by the city of Ellensburg as a Public Development Authority (EBDA) whose purpose was to promote economic development in Ellensburg. The EBDA is guided by its Bylaws and Charter and operates independently of the city in a quasi-municipal manner. We have 501c6 nonprofit status with the IRS. In 2019, the EBDA was rebranded as CenterFuse. The mission of CenterFuse is to connect businesses with the resources so they can start, grow, and prosper. Today, the work of CenterFuse is guided by a 9-member board comprised of business leaders, entrepreneurs, community influencers and a representative from Central Washington University (CWU), the economic engine in Kittitas County.

CenterFuse is seeking an Executive Director to build on the organization's track record of success by delivering top-tier economic development services to Ellensburg and our region.

To apply, please submit a statement of interest and resume to [director@ellensburgcenterfuse.com](mailto:director@ellensburgcenterfuse.com). First review of applications is September 18, 2023.

**Job purpose:** The CenterFuse Executive Director works closely with the CenterFuse board to attract new businesses, curate key industry connections, and assist businesses with expansion efforts. While the primary focus of this work is Ellensburg, the Executive Director collaborates countywide as a key implementation partner in the Kittitas County Economic Development Plan. The Executive Director reports to a 9-member volunteer board that guides the strategic direction for CenterFuse. The Executive Director creates and maintains systems and relationships to attract businesses to Ellensburg and they are responsible for the administrative operations of the organization as well as leading efforts to achieve the strategic goals outlined by the board.

**Job Duties and Responsibilities:** Following the organization's Charter, Bylaws and mission, the Executive Director provides leadership, vision, and professional expertise toward the advancement of Ellensburg and Kittitas County's business development efforts.

Essential Functions

- Oversees, and directs all economic development activities of CenterFuse in accordance with our mission to connect businesses with the resources they need to start, grow, and prosper.
- Assists businesses who are looking to establish a presence in Kittitas County, with an emphasis on Ellensburg. This may include connecting them with appropriate City departments, site location professionals or real estate agents.



- Manages financial reporting, audits, grant and interlocal agreements to ensure CenterFuse follows all requirements and agreements.
- Directs and reviews reports, analyses, and studies relevant to business development in Kittitas County and reports findings as well as recommendations for action to the board as appropriate.
- Collaboratively monitors programs and policies in our region to ensure sustainable job and income growth.
- Ensures compliance with the organization's Charter and Bylaws.
- Supports a 9-member volunteer board, which includes, but is not limited to, preparing and delivering board meetings, engaging board advisors, board recruitment, and providing regular communication with board members.
- Manages building operations and tenant relations at the Business Park Building located at Bowers Field in Ellensburg.
- Identifies and secures grants and other sources of funding that enable CenterFuse to carry out its mission.
- Maintains and grows digital experience for online users via two websites, <https://ellensburgcenterfuse.com> and <https://startinellensburg.com>

*Examples of Work:*

- Works with Board of Directors to develop a strategic framework to drive measurable outcomes.
- Coordinates economic development projects involving both private and public entities in collaboration with partner organizations such as: Washington State Department of Commerce, Board Council, Ellensburg's City Manager and Community Development Department, Ellensburg Downtown Association, Kittitas County's Chamber and Central Washington University.
- Maintains and develops liaison activities with individuals, groups, various business and community organizations, and broad array of industry partners which might impact economic development activities.
- Identifies barriers to economic development and, in turn, strategies to mitigate them.
- Ensures that all programs meet CenterFuse's strategic plan, goals, objectives, and policies.
- Provides professional advice and assistance to business leaders and various other groups and agencies.
- Prepares and presents written materials on programs and projects.
- Connects real estate agents, site location professionals and developers to resources so they can meet their criteria for site development.
- Develops and implements CenterFuse Marketing program (with the Board and/or third-party marketing firm/agency).
- Oversees annual budget linked to annual strategic workplan and submits for Board review and guidance.
- Perform related duties as required.



### **Required qualifications:**

Considerable experience in economic and community development, including administrative responsibility, plus a bachelor's degree with coursework in business, finance, economics, public administration or related topics from an accredited college or university. Successful candidates possess at least five (5) years' experience in economic development and at least two years in a supervisory capacity managing complex projects.

Must have working knowledge of local zoning, infrastructure, and planning programs, and demonstrated organizational, administrative, and interpersonal skills.

### **Preferred qualifications**

Graduate degree preferred

o 10 years of related experience

o Demonstrated ability to develop collaborative relationships between government and private sector

o Familiar with identified key industries – Technology, Healthcare, Construction, Logistics, and Manufacturing

### **Knowledge, Skills, and Abilities**

- Knowledge of principles and practices of economic development.
- Professional experience that demonstrates knowledge of economic development issues and objectives at the regional, state, and national levels.
- Knowledge and experience in managing site and facility properties.
- Knowledge and experience in fiscal management of a non-profit organization.
- Knowledge and experience in blending local, state, and federal economic development incentives.
- Knowledge of research techniques, availability of information and methods of report presentation to meet audience needs.
- Skillful relationship manager with experience working with a non-profit board and diverse constituents.
- Excellent interpersonal, organizational, and strategic planning skills.
- Excellent oral and written communication skills including report and grant writing.
- Hands on and successful experience in creating, facilitating, and managing organizational change.
- Demonstrated senior level management/leadership experience.
- Skilled, proficient user of Microsoft Office and Quickbooks Online. Intermediate experience working with the Adobe Creative Suite.
- Demonstrated ability and understanding of the legislative process and experience working in a political environment.

- Able to work with and understand the needs of community and regional partners.
- Ability to have effective written communication with CenterFuse Board, Ellensburg City Council, and business representatives.
- Ability to prepare clear and concise financial reports by utilizing the principles and procedures of non-profit finance, budgeting, and budgetary control.
- Ability to analyze a variety of administrative problems and make sound policy and procedural recommendations.
- Ability to avoid conflict or appearance of interest in the performance of duties and responsibilities.
- Ability to effectively advocate proposals to grantors and local government officials.
- Ability to provide leadership for and work with a diverse Board of Directors.
- Ability to supervise employees

**Ideal Candidate’s Personal Characteristics:**

Self-Starter	Creativity	Responsible
Integrity	Enthusiasm	Professional
Vision	Strong work ethic	Focused

**Working conditions**

The Executive Director works primarily in an office at a computer, meeting with customers, constituents, and board members. Some travel may be required. This is a fulltime position routinely working Monday-Friday 8 am to 5 pm with some weekends or evenings, as needed. On a routine daily basis, the person in this position does not get exposed to hazardous conditions and will have limited need for physical effort such as lifting.

**Salary & benefits**

The Executive Director position is fulltime, 40 hours/week. Salary is commensurate with experience, with the pay range from \$80-\$105,000. The Executive Director is afforded Personal Time Off (PTO), paid holidays, and a health care stipend, if qualified.

CenterFuse shall provide a competitive package of benefits to all eligible full-time and part-time employees. The following outline of available benefits is provided with the understanding that benefit plans may change from time to time.

**Health Care Stipend**

\$500 per month. except those who are insured through their spouse, retired military, or other plans, beginning after the first full month following 90 days of employment

**Paid Holidays**

Full-Time Employees are eligible for 6 holidays per year as follows:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day Thanksgiving  
Day  
Christmas Day

Paid Time Off (PTO):  
- 15 days annually

Paid Sick Time:  
The State of Washington Paid Sick Leave Minimum Requirements of 1 hour per 40 hours worked.  
All compliance with RCW 49.46.210

