

## Job Posting

Executive Director  
Ulster County Industrial Development Agency (UCIDA)  
Kingston, NY  
\$80,000 - \$120,000

The *Ulster County Industrial Development Agency's* mission is to advance the job opportunities, general prosperity and long-term economic vitality of Ulster County residents by targeting tax incentives, bonding and other assistance to foster creation and attraction of new business and the retention and expansion of existing business.

We are currently seeking an Executive Director to join our team, based in Kingston, NY. The Executive Director role will include both in-person and remote work, such as on-site project visits, local and inter-county travel and off-site meeting attendance. In this position, you will be responsible for the successful leadership and management of the UCIDA according to the strategic direction and parameters set forth by members of the Board, the State and our Bylaws. You will work closely with the Board Chair and liaise between the Board, Agency staff, applicants, vendors, appointed county officials, other government bodies and the local community.

The ideal candidate will be someone that can demonstrate:

- Highly effective communication and community relations skills
- Strong decision-making and leadership skills
- The ability to understand and address risk management issues
- Significant knowledge and experience with financial planning and management to include preparation and implementation of comprehensive budgets, revenue reports, annual filings and compliance
- Successful operational, program planning and staff management

Key Leadership Responsibilities include:

- Participates with the Board in developing a vision and strategic plan for the Agency
- Identify, assess and inform the Board of internal and external issues that affect the Agency
- Work with Board committees to address Agency needs and compliance with state laws
- Act as a professional advisor to the Board on all aspects of the Agency's activities
- Foster effective teamwork between the Board and other Agency staff
- Represent the Agency at community activities to enhance the Agency's community profile

- Conduct official correspondence on behalf of, or with the Board, as appropriate
- In addition to the Chair of the Board, act as a spokesperson for the Agency

Key Operational Planning and Management Responsibilities include:

- Manage and direct the activities of the Agency, including industrial, commercial, retail, office, tourism and not-for-profit development
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Board
- Ensure the operation of the Agency meets the expectations of its Board and clients
- Oversee the efficient and effective day-to-day operations of the Agency
- Draft policies for the approval of the Board and prepare procedures to implement the Agency's policies, review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, client, financial assistance and administrative files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agendas and supporting materials

Key Program Planning and Management Responsibilities include:

- Oversee the planning, implementation and evaluation of the Agency's programs and services
- Ensure that the programs and services offered by the Agency contribute to the Agency's mission and reflect the priorities of the Board
- Oversee the planning, implementation, execution and evaluations of special projects
- Work closely with the Board, Board Chair, committees and Agency staff to ensure fluidity, consistency and transparency

How to Apply:

Please send a cover letter and resume to [info@ulstercountyida.com](mailto:info@ulstercountyida.com)