

NATURALLY
LEWIS
LEWIS COUNTY, NY

HIRING PACKET

Executive Director
of Naturally Lewis, Inc.

About the Organization

Mission & Aspirational Statement:

Naturally Lewis, Inc., is championing the growth of a community where people want to live, work, build business and play. We foster forward thinking and relationship building, connecting people, businesses, partnerships and resources to effectively and efficiently grow our county.

We focus on creating a solid and sustainable economic base by supporting practical, realistic programs and policies that advance businesses through diversification and by expanding markets locally, nationally and internationally. We are the bridge builders, proactively seeking and leading development for new and existing businesses, while leveraging our natural resources.

We believe growth comes from thoughtful risk taking, building community partnerships and making wise investments. Naturally Lewis is our mechanism for advocating and advising on investments and education that build a great quality of life, sustainable employment and collaborative plans that make Lewis County a community to thrive at work and at home.



Business Development & Support Services



Property & Site Development



Tourism Development & Promotion



Events & Collaboration with Communities

Position Summary

Naturally Lewis seeks a highly skilled, self-motivated Executive Director, focusing on making Lewis County a great place to live, work, build business & play. The Executive Director will be responsible for all of the organization's functions, and, as part of the Naturally Lewis team, the Executive Director will have general responsibility to guide economic development programs, projects, strategic planning, and initiatives for Naturally Lewis. The ED 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.

Hiring Timeline

- **April 2**
 - Job Posting Opens
- **May 14**
 - Job Posting Closes
- **June 9-13**
 - Initial Interviews with Selected Candidates are Conducted
- **June 27**
 - Final Interviews with Selected Candidates are Conducted
- **July 11**
 - Job Offer to Final Candidate is Sent

The current Executive Director will be remaining on staff through November 2025 to provide a transitional period.

Education, Experience & Skills

The individual in this role must effectively oversee the execution of all outlined responsibilities while ensuring the long-term sustainability of Naturally Lewis. The following requirements outline the essential knowledge, skills, and abilities necessary for success in this position.

- **Required Minimum Education and/or Experience**
 - Bachelor's Degree (BS or BA)
 - A minimum of three years related experience in nonprofit management, economic development, community development or a related field
 - Proven leadership and strategic planning experience with a track record of organizational growth and impact
 - Strong financial management skills including budgeting, grant writing and fundraising
 - Exceptional communication and relationship-building skills with the ability to engage a diverse range of stakeholders
 - Strong public speaking skills
 - Experience in leading staff and fostering a collaborative team culture
 - A passion for community growth and a deep understanding of rural economies
- **Additional Requirements**
 - Confidentiality is required.
 - Attendance may be required for training, education, or seminars.
 - Frequent travel is required.
 - Attendance of meetings and functions outside of normal business hours

Salary Range & Benefits

- Starting salary based on educations and experience: \$75,000-\$95,000
- Benefits Package Includes: Paid Time Off, Paid Holidays, Health Insurance and/or Health Insurance Opt-Out Reimbursement Account, SIMPLE IRA, Wellness Stipend, Mileage Reimbursement, Cell Phone Stipend, NYS Paid Family Leave, Annual Performance Reviews, Flexible Work Atmosphere

Apply Online:

At naturallylewis.com with:

- Letter of Interest
- Resume
- References







Essential Position Duties

- **Organizational Leadership & Strategic Planning**
 - Lead and oversee the operations and strategic priorities of Naturally Lewis Inc., and its administered entities, including the County of Lewis IDA (LCIDA), Lewis County Development Corporation (LCDC) and the Lewis County Chamber of Commerce.
 - Report to and work closely with the Board of Directors of Naturally Lewis, the LCIDA, LCDC and Chamber to establish policies, strategic direction and governance best practices
 - Work closely with Lewis County government to ensure strategic priorities are in alignment with the goals of the Board of Legislature (BOL) with frequent report-outs. Provide visionary leadership to drive economic growth in Lewis County.
 - Oversee day-to-day operations, ensuring efficiency and alignment with the organization's mission.
- **Staff Leadership & Development**
 - Provide leadership and guidance to a talented team of five staff who implement critical economic development services and projects in the areas of: Business Development and Support Services, Property & Site Development, Tourism Development & Promotion, Marketing of Lewis County, Events & Collaborations with Communities and Placemaking Initiatives.
 - Oversee human resources, including hiring, performance evaluations and staff policies.
 - Foster a positive, flexible and collaborative work environment that promotes innovation, professional development and growth of staff and our communities.
- **Economic and Business Development**
 - Guide and support the team in advancing economic development, tourism development 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 Lewis County.
 - Promote workforce development initiatives and collaborate with partners to strengthen local talent in entrepreneurship, leadership and youth development.
- **Community Engagement & Partnerships**
 - Build strong relationships with legacy employers, community leaders and government officials to further economic development efforts and collaboration.
 - Act as the public face and liaison of the organization, advocating for economic development initiatives.
 - Represent Naturally Lewis at regional, statewide and national conferences, meetings and events to advance the organization's mission.
 - Serve as a partner and liaison in the Drum Country, NY regional economic development partnership with Jefferson and St. Lawrence Counties.
- **Financial & Operational Management**
 - Guide the development and oversee the budgets of Naturally Lewis and administered entities.
 - Oversee fundraising initiatives, including the Naturally Lewis membership, grant writing, sponsorships and donor relations.
 - Oversee annual Staff Service Contracts with administered entities and Lewis County, ensuring that programs, projects and initiatives advance the mission and key work areas of each entity.
 - Ensure compliance, policy development, and audits of Naturally Lewis and administered entities.

Why Lewis County?

Small Community. Big Opportunity

Lewis County, NY offers some of the safest communities in New York State to plant your family roots and watch them grow. Safe and quiet villages with excellent school systems, recreational opportunities and engaging communities is why Lewis County is the natural choice to live, work and play.

-  **Safe, Vibrant Communities:** Lewis County boasts some of the safest and most family-friendly communities in New York State. You can confidently plant your roots here and watch your family thrive. Our peaceful villages offer top-notch schools, plenty of recreational opportunities, and close-knit communities.
-  **Scenic Location:** Nestled in the picturesque Northern New York region, Lewis County is easily accessible from major interstates and just 40 miles south of the Canadian border. It's a convenient day's drive from major Northeast cities like New York City, Boston, and Buffalo.
-  **Year-Round Fun:** Lewis County's charm lies in its year-round attractions. Whether you're a family looking to plan your roots, a young adult looking to launch your career, or a retiree looking to connect with community, Lewis County has an opportunity for you.
-  **Affordable Living:** Enjoy a low cost of living without compromising on quality of life. Lewis County offers excellent quality of life ratings and safe, friendly neighborhoods. Our community is home to warm and welcoming people who are proud to call Lewis County their home.

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Legacy Industries

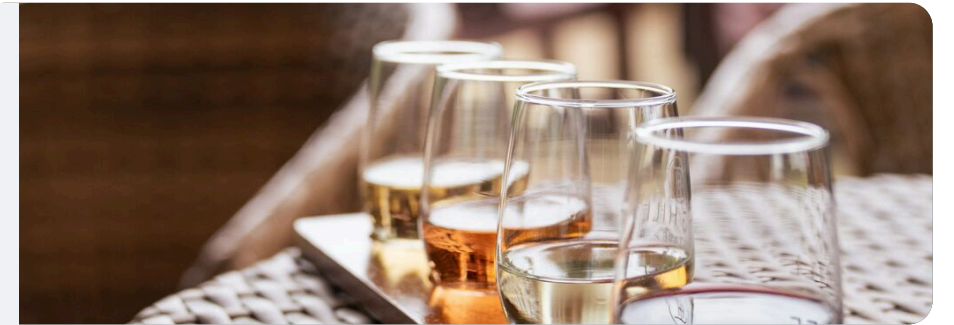
Agriculture



Manufacturing



Food & Beverage



Tourism



Green Energy



