



Kittitas County, Washington

Job Description

POSITION TITLE:	EXECUTIVE DIRECTOR
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REPORTS TO:	KITTITAS COUNTY CONFERENCE OF GOVERNMENTS (COG)
DEPARTMENT:	COG
JOB SUMMARY	The Executive Director is responsible for ensuring the coordination and accountability of the Kittitas County Economic Development Partnership (KCEDP). The Executive Director oversees strategic initiatives, cultivates partnerships, and implements programs to support KCEDP’s vision to become a model hub for transformative economic development in coordination with the Countywide Economic Development Strategic Plan. Must maintain courteous and cooperative working relationships with administrative and other County personnel, public agencies, and the general public, and work under the guidance of Local/State/Federal regulations and County policies/procedures.

SUPERVISORY DUTIES:	As assigned by COG.	OCCUPATION CODE:	1329
CATEGORY:	Full-Time	HOURS/WEEK:	40
UNION AFFILIATION:	None	DRS ELIGIBILITY:	PERS
FLSA STATUS:	Exempt	PROBATIONARY PERIOD:	12 Months
BACKGROUND CHECK LEVEL:	Routine		

ESSENTIAL FUNCTIONS:**Program Management**

- Design, advance, and executive comprehensive strategies to unite public and private partners across Kittitas County for the purpose of economic development, attracting new businesses and leveraging existing businesses.
- Build and maintain collaborative working relationships with local government, public entities, nonprofits, businesses, associations, along with other key stakeholders to align efforts and leverage resources effectively.
- Build partnerships across Washington to make Kittitas County the “first call” when business is deciding where to grow.
- Direct and oversee complex, multi-jurisdictional economic development projects and programs, ensuring effective coordination among diverse stakeholders, adherence to budgets and timelines, and alignment with KCEDP and COG strategic goals and metrics.
- Develop communication systems and protocols to serve COG, KCEDP, and external partners.
- Provide strategic direction and timely updates to COG, KCEDP, the Board of County Commissioners, city councils, and other groups to explain the various aspects of the County’s economic development projects, plans, and other programmatic material beneficial to the County’s economic opportunity portfolio.
- Stay up to date on emerging trends, best practices, and innovative approaches in economic development, and incorporate them when advantageous.
- Lead and coordinate ad hoc stakeholder groups as deemed necessary by COG.
- Represent KCEDP at state, local, and regional meetings and functions related to economic development along with external government advocacy efforts as directed.
- Identify and coordinate grant opportunities to fund key initiatives of the partnership.
- Develop and manage a budget; track metrics and report results to COG.



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- Oversee contracts with external entities; recommend modifications and/or additional contractors to COG when necessary.

Staff Management

- Under the direction of COG, oversee the daily workload of assigned staff.
- Provide input to COG on employment actions such as performance improvement, discipline, and termination.
- Train and coach new staff in the development of goals, objectives, and performance measures.
- Assist in the recruitment process of new and vacant positions.

OTHER FUNCTIONS:

- Complete special projects as assigned by COG.
- Participate in meetings and on committees and boards as assigned by COG.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in business administration, public administration, economics, or closely related field, OR equivalent leadership experience in economic development, community development or related field.
- Five (5) or more years of increasingly responsible management experience related to economic development, business development, entrepreneurship, commercial real estate development, and/or community development.
- Experience with public sector processes, funding mechanisms along with business finance, real estate development and incentive tools at a federal, state, and county level.
- Valid and active driver’s license.
- Ability to travel up to 50% of the time.
- A criminal history and background check will be performed on qualified applicants. Convictions may preclude candidates from employment in certain circumstances. Factors such as seriousness of the conduct, number of convictions, and place and manner in which the position will be performed, and any verifiable information related to the candidate’s rehabilitation, good conduct, work experience, education, and training will be taken into consideration.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Entrepreneurial mindset; ability to find pathways and opportunities.
- Deep understanding of economic development and business recruitment strategies and tools.
- Demonstrated experience with and understanding of the needs of underrepresented communities in the economic development planning process.
- Excellent communication skills, with the ability to effectively engage with diverse stakeholders, including government officials, business leaders, community members, and funding partners.
- Strategic thinker with the ability to analyze complex issues, identify opportunities, and develop creative solutions to drive economic growth.
- Ability to recognize and manage politically sensitive issues to build consensus and stay focused on solutions.
- Proficient computer skills, including Microsoft Office programs, and ability to quickly learn other programs specific to the position/department.



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- Ability to develop understanding of local, state, and federal economic development programs, policies, and regulations.
- Ability to become knowledgeable of commercial real estate markets and trends.
- Ability to manage end-to-end grant process, including seeking grant opportunities, grant writing, and grant management and reporting.
- Financial and budget management skills.

PREFERRED QUALIFICATIONS:

- Demonstrated success working within rural landscapes and economic development, understanding the unique challenges and opportunities these areas present.
- Master's Degree in rural development, economics, business/public administration, or closely related field.

WORKING CONDITIONS:

Work is typically performed in a standard office setting but may include other indoor and outdoor locations/job sites. Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate clearly in person or over the telephone. Must be able to stand, walk, sit, crouch, kneel, stoop, and grasp. Outdoor environments may include exposure to inclement weather such as temperature extremes and windy/dusty conditions and rugged terrain; must have the ability to traverse a variety of walking surfaces as needed, including stairs and/or ladders. Safety rules/regulations must be adhered to at all times, including appropriate attire and PPE when necessary.

Travel throughout the county is required to perform many of the essential functions; occasional travel outside the county may be required to attend meetings, training, or other events. Must have the ability to safely operate a motor vehicle in all types of weather and all levels of light.

Regular and reliable attendance and punctuality are required and expected Monday through Friday from 8:00 AM to 5:00 PM, however, exempt/management positions are expected to work the number of hours required to complete the duties of the position, which may include evenings, weekends, and holidays.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

