

Title: Northwest Regional Director
Location: NW Region of Wyoming (Big Horn, Hot Springs, Park and Washakie counties)
Division: Field Operations
Reports To: Director of Field Operations
Position Status: Exempt
April 2017



Basic Purpose: Serves as the primary contact and liaison between the Wyoming Business Council (WBC) and local communities within the assigned Region. Provides business lead development, retention and expansion services, promotes WBC programs and provides business and community development consultation services. The NW Regional Director will be known in their area as a resource for any economic development needs.

Essential Duties:

- Develop and maintain relationships with local economic and community development professionals, and city/town/county officials involved in economic and community development.
- Support local economic and community development initiatives and encourage a comprehensive approach to economic and community development.
- Support the WBC business lead process and provide support to local economic development organizations and entities responding to leads.
- Consult with economic development organizations on best practices for developing local leads.
- Help entrepreneurs and business and industry representatives understand and access WBC programs and resources, and provide referrals to appropriate partners.
- Monitor business environment, economic trends and regulatory environment to respond to opportunities and problems.
- Stay informed through networking and monitoring economic reports.
- Promote and support all WBC programs and other services that benefit economic, community and business development.
- Maintain business, contact and service information in WBC specified programs for organization-wide access.

Position Requirements:

- Any combination of education and experience equivalent to a bachelor's degree plus five years' work related experience in economic, community or business development.
- Must be a solid self-starter and team player that works well independently and among a team of peers, community professionals and elected officials.
- Strong verbal and written communication skills.
- Able to build and promote trust and build community teams.
- Solid decision making and creative thinking skills.
- Adaptable.
- Well-developed business knowledge, including consultation and facilitation skills.