

Job Title: Executive Director of Langlade County Economic Development Corporation (LCEDC)

Classification: Full-Time, Exempt – Department Head

Reports to: LCEDC Board

Position Summary:

The Executive Director serves as the chief executive officer of Langlade County Economic Development Corporation a 501 c (3) nonprofit organization and is responsible for the overall leadership, administration, financial management, and strategic direction of the organization. This position advances LCEDC's mission by leading initiatives in business development, entrepreneurship, workforce development, community development, and tourism in alignment with strategic economic development priorities.

Essential Duties and Responsibilities

Leadership and Administration

- Serve as the primary staff liaison to the LCEDC Board of Directors and implement board-approved policies, goals, and strategic priorities.
- Provide overall leadership and management of LCEDC operations, personnel, programs, and contracted services
- Prepare board reports, recommendations, and supporting materials to assist with organizational decision-making.
- Represent LCEDC in meetings, public forums, media opportunities, and community events.

Operations and Resource Development

- Lead the fiscal sustainability of the Corporation by building relationships with funding partners, foundations, sponsors, and other public and private funding sources.
- Identify, pursue, and coordinate funding opportunities that strengthen organizational capacity, advance strategic priorities, and support long-term financial stability.
- Develop and manage the annual budget and oversee financial planning, reporting, and organizational accountability.
- Ensure compliance with applicable contracts, grants, policies, and financial requirements.

Business Development and Entrepreneurship

- Develop and implement strategies to attract new businesses, support industry growth, and strengthen entrepreneurship in Langlade County.
- Lead the Entrepreneurial Hub through programs, partnerships, and initiatives that support business startups, expansions, retention, innovation, and access to technical assistance and financing.
- Build and maintain strong relationships with existing businesses and collaborate with local, regional, and state partners to connect businesses with grant, loan, and development opportunities
- Oversee business development programs and financing tools that promote long-term growth and economic vitality.

Workforce Development:

- Lead partnerships with educational institutions, workforce development organizations, and employers to identify workforce needs and develop training solutions.
- Advance workforce strategies that support employer needs, career pathways, professional development, talent retention, and long-term regional competitiveness

Community Development:

- Lead community development initiatives that strengthen quality of life and economic vitality
- Collaborate with local governments, nonprofits, and community partners to advance projects that improve access to child care, broadband, healthcare, and other essential community resources
- Use research, economic data, and industry trends to support informed planning and community growth strategies.

Tourism Development:

- Assist with and approve the overall tourism and destination marketing strategy to ensure alignment with organizational goals, community priorities, and economic development objectives.
- Support partnerships, funding, and strategic initiatives that strengthen tourism-related business growth, destination development, and visitor impact in Langlade County

Qualifications and Experience

- Bachelor's degree in business, economic development, public administration, marketing, planning, or related field or comparable education/experience/training.
- Leadership experience in economic development, nonprofit management, public administration, or related field preferred.
- Experience in budget management, grant writing, funding development, and organizational leadership preferred.
- Experience working with boards, municipalities, businesses, and regional or state partners preferred.
- Valid driver's license and reliable transportation required.

Knowledge, Skills, and Abilities

- Strong knowledge of economic development, business retention and expansion, entrepreneurship, workforce development, community development, and tourism.
- Demonstrated ability to lead strategic initiatives, manage organizational operations, and supervise personnel.
- Experience with budget development, financial oversight, grant funding, and resource development.
- Strong written, verbal, public speaking, and stakeholder communication skills.
- Ability to build and maintain effective working relationships with public, private, nonprofit, and governmental partners.



312 FORREST AVENUE • ANTIGO WI 54409

(715) 623-5123

www.langladecountyedc.org • www.langladecounty.org

- Strong organizational, analytical, and problem-solving skills with the ability to manage multiple priorities and deadlines.

Work Schedule

This position is primarily office-based in Antigo, Wisconsin, with regular local and regional travel for meetings, events, and partner engagement. Occasional evening or weekend attendance may be required.

Compensation and Benefits

This position is a full-time, exempt position. Compensation and benefits shall be provided in accordance with the organization's approved wage scale and personnel policies.

Evaluation

Performance shall be evaluated annually by the LCEDC Board of Directors.

Disclaimer

This job description is intended to describe the general duties and responsibilities of the position and is not intended to be all-inclusive. Duties may be modified as organizational needs change.