

## **POSITION TITLE: CEO - Cayuga Strategic Solutions**

### **REPORTS TO: Board of Directors**

#### **SUMMARY**

The CEO is responsible for providing strategic leadership for Cayuga Strategic Solutions (CSS), Cayuga Economic Development Agency (CEDA), and Cayuga County Chamber of Commerce. Works collaboratively with the Board of Directors and/or other management, to establish long-range goals, strategies, plans and policies. Demonstrates the ability to be an energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image. Demonstrates strong and comprehensive knowledge base along with experience in economic development, cultivating a strong membership program and identifying appropriate funding sources for all entities that fall under the auspices of CSS Inc. Demonstrates and has extensive experience in high-level decision making/analytical skills/problem solving. The CEO is responsible for demonstrating, creating, overseeing, evaluating, and fostering a culture of high ethical standards.

#### **ORGANIZATIONAL CORE RESPONSIBILITIES**

- Leads all Operational and Financial objectives of Cayuga Strategic Solutions, Inc., CEDA and the Cayuga County Chamber of Commerce (CCCoC) with authority and responsibility.
- Diversify funding streams for both CEDA and Cayuga County Chamber of Commerce.
- Maintains the image in the community by representing CEDA and CCCoC in written and oral presentations including primary responsibility for all media contacts.
- Facilitates the activities of the Board of Directors by recommending meeting agenda items, prepares and/or reviews all staff recommendations presented and advises and assists in setting and evaluating overall organizational goals. Responsible for executing the Board of Directors mission, goals and strategies as well as special projects as appropriate.

#### **ECONOMIC & BUSINESS DEVELOPMENT RESPONSIBILITIES**

- Acts as a champion for the current business community through the CCCoC
- Facilitates collaboration that supports economic development for the greater good of Cayuga County.
- Represents CEDA on community, regional, state, and national associations and organizations on issues of mutual concern. Coordinates with various agencies to assure Cayuga County's best interest is being served.
- Works with CEDA staff to identify potential project sites, create solutions to solve the issues/concerns to promote the site for development use while understanding the feasibility of the financial and economic impact.
- CEO will stay current with all State and Federal economic development programs and guidelines, assist CEDA personnel to actively promote local loan programs and incentives (City, County, CEDA, IDAs) and assist applicants, and develop unique local incentives to help encourage and induce growth for Cayuga County businesses.
- Oversees and manages the Customer Relationship Management (CRM) system.
- Reviews organizational structure, profile and strategies seeking out gaps in service to stakeholders; will work with Boards and staff to reorganize to continue trend of growth in Cayuga County's business community.

## REQUIRED QUALIFICATIONS

- Bachelor's or higher degree from an accredited college or university required; degree in economic development, urban planning, economics, marketing, business, or a related discipline preferred.
- Proven work experience required leading complex operations and teams at the executive level.
- 5-7 years' experience in economic development, job and investment attraction, industrial development agencies and authorities (IDAs), or substantial experience within business and industry or as a marketing professional.
- Successful experience with securing private and public funding. This includes writing and receiving large grants
- Certification as an economic development professional (CEcD) from the International Economic Development Council (IEDC) is highly preferred but is not a requirement.
- Strong financial judgement and managing P&L tied to specific objectives while concurrently building business model maturity and capability.

## ADDITIONAL QUALIFICATIONS

- Experience with loan underwriting and processing highly preferred.
- Working knowledge of municipal zoning and infrastructure, planning programs and processes in Cayuga County highly preferred.
- Proven experience leading organization(s) through transformation within a complex environment.
- Experience leading the coordination of multiple agencies, organizational leadership and various stakeholders in industries and communities preferred.
- Executive level experience managing a cross-functional team across multiple disciplines such as, organizational management, board relations, government relations, labor relations, human resource management, finance and marketing.

## CAYUGA STRATEGIC SOLUTIONS, INC.

The Cayuga County Chamber of Commerce (Chamber) and Cayuga Economic Development Agency (CEDA) formed a joint venture in 2014, Cayuga Strategic Solutions (CSS) to capitalize on their individual strengths and better serve the business community. Businesses now have a single point of contact for all of their information, business service and economic development needs. The CSS umbrella enables CEDA and the Chamber to share offices, while maintaining their independent boards and distinct missions. The Chamber continues as the voice of the business community, providing support for economic development through its policy, networking and training activities. CEDA remains as the 'one-stop' for economic development in Cayuga County, providing project assistance and financing, as well as other economic development programs. The ideal candidate is welcoming of challenges and hard work, collaborative, empathetic, approachable, able to distinguish the skills and talents of each team member and demonstrates a commitment to equity and inclusion.

## TO APPLY:

Submit cover letter and resume via e-mail to [cssCEOsearch@gmail.com](mailto:cssCEOsearch@gmail.com) or by mail to:

CEO Search Committee  
Cayuga Strategic Solutions  
2 State Street  
Auburn, NY 13021-3625

All cover letters & resumes must be received by January 25, 2022 to be considered.

CSS, Inc is an Equal Employment Opportunity Employer.