



## **Economic Program Director**

*effective March 2022*

### **About TwispWorks**

TwispWorks was founded in 2009, and our mission is to increase the economic and cultural vitality of the Methow Valley. We envision a balanced economy and thriving Methow Valley culture. Currently, we have a staff of seven, and our board of directors has 12 members, many of whom have expertise in the fields of education, entrepreneurship, and the arts.

Our 6.4-acre campus is home to over 30 unique organizations, including a childcare facility, an innovative choice high school, numerous artists and designers, a radio station and the local newspaper, a brewery and taproom, and a light manufacturing company. In addition to being an essential placemaker for local businesses, we advocate, innovate, and collaborate on programs that fit in three categories: healthy economy, arts, and education.

TwispWorks values guide our decision-making and workplace culture. We value:

- Finding common ground
- Active listening
- Being welcoming and inclusive
- Clear communication
- Systems thinking
- Timeliness
- Curiosity
- Being present in person and grounded on campus
- Diverse representation of communities and perspectives

### **Job Description**

The Economic Program Director oversees TwispWorks' economic programs and advocacy efforts to achieve the mission of increasing economic and cultural vitality in the Methow Valley. This work is focused on the following areas: economic program management, the Methow Investment Network, outreach and advocacy.

We seek a Program Director who approaches this work with curiosity and a collaborative spirit. The bulk of the work for this position is performed in collaboration and engagement efforts across the community and region via TwispWorks programs and support. This position requires awareness of socio-economic dynamics that create the existing business/entrepreneurship structures in the

Methow, as well as the ability and desire to address structural inequities with systems-based economic approaches.

This full-time (32 hours/wk) non-exempt position reports to the Executive Director. This position supervises the Retail Operations and Events Manager.

Program duties fall into three main categories, described below:

#### Economic Development

- Lead the creation and management of a broad suite of economic development programs to benefit Methow Valley businesses and industries
- Identify key drivers impacting the health of the local economy and drive strategic conversations with area non-profit, education, and business partners to develop advocacy priorities
- Serve as staff liaison for the TwispWorks Healthy Economy Committee including creation of agenda and content development. Create monthly report to board of directors for the board to advise scaling TwispWorks' programs and govern effectively
- Oversee development of Valley Goods retail store infrastructure and program to improve marketability and availability of locally sourced/made products
- Drive strategy around integration with the Methow Made program (merchandise, customer experience, special events) and identify new retail outlets to increase revenue
- Manage all aspects of the Methow Valley Small Business Emergency Grant program including call for applications, evaluation, selection and distribution of awards
- Provide or conduct training, presentations and consultative expertise to Methow Valley businesses in the development and implementation of their individual business objectives, programs and activities or to obtain small business loans, grants, training, access to incubator programs and other business development resources
- Support development of new business ventures in the Methow through research and feasibility studies as needed
- Stay abreast of economic development techniques and research innovations, alternative and/or expansions of economic development
- Coordinate data collection, marketing and other materials as required

#### TwispWorks Methow Investment Network (MIN)

- Direct the Methow Investment Network, including the housing subchapter, maintain relationships with existing investor members and recruit new members
- Prepare businesses and homeowners for quarterly pitch nights
- Facilitate training and networking opportunities between potential investors and small businesses in the Methow Valley
- Facilitate matchmaking with regional mentor experts to assist in all areas of the business development lifecycle

#### Outreach and advocacy

- Conduct regular research to understand economic and structural drivers, determine current needs, evaluate program feasibility and reach program target audiences. This work to be conducted with an equity lens and awareness of privilege and dynamics at play in our rural region
- Drive regular outreach with all Methow Valley businesses to assess health, identify opportunities and assist with securing resources to ensure a healthy and diverse economy
- Advocate for local and regional economic development through participation in regular meetings across the region including Twisp and Winthrop Chambers, the Economic Alliance,

and the North Central Washington Economic Development District.

- Own the creation of two regular eNewsletters: one to the local business community; the second to the Methow Investment Network
- Serve a supporting role and assist with advocacy efforts to promote awareness and structural change in addressing issues of housing, childcare, climate change, and other areas impacting the health of the local economy
- Collaborate with the Executive Director and Associate Director on fundraising including: developing a program budget, identifying grant opportunities and coordinating grant writing, and engaging with donors as appropriate
- With the Executive Director and Associate Director, help develop organizational strategic plan, goals, and evaluations

## **Qualifications**

Education: Bachelor's Degree in Business, Marketing, Economics, Urban Planning, Public Relations, Fundraising or related areas.

Relevant experience can be substituted for education requirements.

Experience: 5 years of progressive economic development experience or equivalent in community relations, urban planning, community development, communications, marketing and fundraising.

Our ideal candidate will possess the following skills and abilities:

- Personal qualities of integrity, credibility, and dedication to the mission of TwispWorks
- Lived experience in a rural area and/or as a small business owner
- Self-starter with the ability to work independently and the desire to learn
- Ability to research, develop, implement, and manage all phases of a project
- Experience managing program operating budgets
- Strong written and verbal communication with individuals at all levels
- Problem solving and decision-making skills to identify, anticipate and resolve problems
- Ability to design, implement, and run spreadsheet-based data sets and reports
- Proficient with Microsoft Word, Excel, PowerPoint and Little Green Light
- Ability to effectively negotiate terms, agreements and understandings with internal and external stakeholders
- Flexibility and ability to prioritize multiple tasks in a fast-paced environment

## **Wage, Benefits, and Scheduling**

This position is full-time (32 hours/wk). Pay is negotiable depending on experience, and ranges from \$25-30/hr and includes medical, dental and vision insurance. Generous paid time off benefits plus professional development opportunities.

TwispWorks is family-friendly workplace.

## **Remote work**

TwispWorks is a flexible workplace, and some remote work is allowed. This position does require face-to-face business support and advocacy work in the community and cannot be fully remote.

**COVID-19**

Our office follows state and federal guidelines for masking and vaccinations. Please ask about our current and past COVID protocols.

**To apply:**

Please email your resume and a cover letter to:

Jobs@twispworks.org

**Candidate review and selection process:**

- Application reviews will be ongoing, we encourage candidates to apply prior to the first review date of May 2
- Phone interviews will be conducted for selected candidates
- Candidates advancing to the next round of interviews will tour campus and meet staff, the interview will be with a mixed panel of staff, board, and select campus partners

**TwispWorks is an Equal Opportunity Employer**

At TwispWorks we know our diverse, lived experiences lead to a stronger team and organization. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on the basis of qualifications, merit, and organizational need. We encourage people to apply with diverse race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.