



Job Title: Executive Director (Full-Time)
Organization: Grow Ellsworth County
Reports to: Board of Directors
Location: Ellsworth, Kansas

Position Summary

Are you an advocate for rural communities? Do you enjoy building relationships with the public as much as working behind the scenes? If you're ready to help shape the next chapter of progress in Ellsworth County, we'd love to meet you.

The Executive Director provides leadership for Grow Ellsworth County and its economic development, community development, and travel/tourism initiatives.

This position works closely with the Board of Directors, businesses, government entities, community leaders, regional and state partners, and residents to identify opportunities, develop partnerships, and advance economic growth throughout Ellsworth County.

The Executive Director is expected to be a visible, engaged leader who can balance strategic planning with the day-to-day work required to move projects forward.

Primary Responsibilities

Economic Development & Business Growth

- Develop and implement strategic initiatives for economic and community development.
- Identify and pursue opportunities for new business development and investment.
- Recruit prospective businesses to Ellsworth County.
- Support the retention and expansion of existing businesses.
- Maintain relationships with local businesses and address their needs and challenges.
- Connect businesses and entrepreneurs with available resources, financing, grants, and incentives.
- Build relationships with regional and state economic development partners.
- Support workforce development initiatives.

Project & Financial Management

- Manage multiple projects at various stages of development.
- Oversee organizational budgeting, financial resources, and business loan programs.
- Ensure fiscal responsibility and compliance with organizational policies.
- Research and pursue funding opportunities and grants.
- Coordinate contractors, professional services, and volunteers as needed.
- Provide regular organizational and project updates to the Board of Directors.

Community Development

- Build partnerships with cities, county government, businesses, schools, and community organizations.
- Participate in initiatives involving housing, workforce, infrastructure, entrepreneurship, and quality of life.
- Help bring community partners together to address opportunities and challenges affecting economic growth.
- Support programs that encourage entrepreneurship and leadership development.

Tourism, Marketing & Events

- Promote Ellsworth County as a destination to visit, live, work, and invest.
- Collaborate with attractions, businesses, event organizers, and tourism partners.
- Coordinate and support community, business, tourism, and educational events.
- Oversee Grow Ellsworth County's website, social media, email marketing, and digital presence.
- Help tell the story of Ellsworth County through effective marketing and communication.

Organizational & Community Leadership

- Serve as the primary spokesperson and advocate for Grow Ellsworth County.
- Maintain strong relationships with members, stakeholders, and community partners.
- Represent Grow Ellsworth County at meetings, events, and regional or state activities.
- Work collaboratively with and report to the Grow Ellsworth County Board of Directors.
- Maintain professionalism, confidentiality, and trust when working with businesses, prospects, and community partners.

Qualifications

- Strong communication and relationship-building abilities.
- Strong problem-solving skills and the ability to identify and pursue new opportunities.
- Ability to work independently, manage multiple priorities, and follow projects through completion.
- Experience in economic development, business, community development, organizational leadership, entrepreneurship, or a related field.

- Demonstrated organizational and project management skills.
- Financial management and budgeting experience.
- Bachelor's degree in business administration, economic development, public administration, community development, or a related field, **or equivalent professional experience.**

Preferred Experience

Experience with one or more of the following is beneficial:

- Business recruitment, retention, or expansion
- Grant writing or administration
- Workforce or community development
- Tourism promotion
- QuickBooks or similar accounting software
- Project management platforms
- Email marketing
- Website management
- Social media and digital marketing
- Canva and content creation
- AI applications
- Chamber of Commerce or membership organizations
- Economic development certifications or professional affiliations

Work Expectations

This is an **in-person community leadership position**.

The Executive Director must live within Ellsworth County or within reasonable commuting distance and maintain an active presence throughout the county.

The position includes office work, business visits, community meetings, regional travel, and occasional evening or weekend events. Flexible scheduling and professional autonomy are provided based on organizational and community needs.

Compensation & Benefits

Salary: \$65,000–\$80,000, commensurate with experience and qualifications.

Benefits:

- Flexible scheduling
- KPERS retirement & comprehensive health insurance
- Professional development opportunities
- Small-town community with nearby outdoor recreation and state parks
- Strong schools, local healthcare, and affordable housing
- Historic & cultural attractions

How to Apply

Interested candidates should submit a resume, cover letter, and references to GECExecDirectorSearch@gmail.com. The review of applications will begin immediately and continue until the position is filled.

About Grow Ellsworth County

Grow Ellsworth County serves Ellsworth County through **economic development, community development, Chamber of Commerce services, and travel and tourism promotion.**

The organization works to strengthen existing businesses, encourage entrepreneurship, attract investment, promote the county, and create opportunities for continued economic and community growth.

Grow Ellsworth County is an Equal Opportunity Employer.