

Order Number:

NY1682712

Date Job Order Received:

07/21/2026

Number of Openings:

1

Company Name:

Naturally Lewis

Job Title:

Executive Director

Minimum Experience Required:

3 Years

Job Description:

POSITION SUMMARY Naturally Lewis seeks a highly skilled, self-motivated Executive Director, focusing on making Lewis County a great place to live, work, build business & play. The Executive Director will be responsible for all of the organizations functions, and, as part of the Naturally Lewis team, the Executive Director will have general responsibility to guide economic development programs, projects, strategic planning, and initiatives for Naturally Lewis. The ED will also serve as the primary representative of the organization, fostering relationships with the business community, government entities, community organizations and other stakeholders to advance strategic priorities of the organization. ESSENTIAL POSITION DUTIES Organizational Leadership & Strategic Planning. Lead and oversee the operations and strategic priorities of Naturally Lewis Inc., and its administered entities, including the County of Lewis IDA (LCIDA), Lewis County Development Corporation (LCDC) and the Lewis County Chamber of Commerce. Report to and work closely with the Board of Directors of Naturally Lewis, the LCIDA, LCDC and Chamber to establish policies, strategic direction and governance best practices. Work closely with Lewis County government to ensure strategic priorities are in alignment with the goals of the Board of Legislature (BOL) with frequent report-outs. Provide visionary leadership to drive economic growth in Lewis County. Oversee day-to-day operations, ensuring efficiency and alignment with the organizations mission. Staff Leadership & Development. Provide leadership and guidance to a talented team of five staff who implement critical economic development services and projects in the areas of: Business Development and Support Services, Property & Site Development, Tourism Development & Promotion, Marketing of Lewis County, Events & Collaborations with Communities and Placemaking Initiatives. Oversee human resources, including hiring, performance evaluations and staff policies. Foster a positive, flexible and collaborative work environment that promotes innovation, professional development and growth of staff and our communities. EDUCATION, EXPERIENCE & SKILLS The individual in this role must effectively oversee the execution of all outlined responsibilities while ensuring the long-term sustainability of Naturally Lewis. The following requirements outline the essential knowledge, skills, and abilities necessary for success in this position. REQUIRED MINIMUM EDUCATION and/or EXPERIENCE: Bachelors degree (BS or BA). A minimum of three years related experience in nonprofit management, economic development, community development or a related field. Proven leadership and strategic planning experience with a track

record of organizational growth and impact. Strong financial management skills including budgeting, grant writing and fundraising. Exceptional communication and relationship-building skills with the ability to engage a diverse range of stakeholders. Strong public speaking skills. Experience in leading staff and fostering a collaborative team culture. A passion for community growth and a deep understanding of rural economies

Job Location:

Lowville, New York 13367

Pay:

\$80000.00 - \$100000.00 Yearly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Varies

Public Transportation:

Not specified.

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet

Web-site: <https://www.naturallylewis.com/about-us/careers>