



Executive Director Job Description

Executive Summary

The Monterey County Business Council (MCBC) serves as the county's premier voice for economic development, uniquely bridging business, education, and government. MCBC seeks a visionary and accomplished leader to serve as Executive Director. The Executive Director will provide strategic and financial oversight for all MCBC programs and initiatives, drive sustainable economic development efforts, and cultivate strong partnerships with business, government, and community stakeholders. This individual will oversee day-to-day operations, ensure compliance with grant and reporting requirements, and champion innovative solutions that support businesses and advance Monterey County's long-term prosperity. The role requires proven leadership experience, strong communication skills, and the ability to position MCBC as a trusted advocate, thought leader, and regional convener.

Position Title

Executive Director

Reports To: Board of Directors, Monterey County Business Council

FLSA Status: Exempt, Full-Time

Position Overview

The Executive Director is responsible for leading and managing the Monterey County Business Council's operations, programs, finances, and stakeholder relationships. This role ensures that MCBC continues to serve as a convener of business, education, and government to promote a strong economy, high quality of life, and opportunities for innovation within Monterey County and surrounding regions. The Executive Director will also serve as a thought leader on economic issues, positioning MCBC as a trusted resource for data, policy insight, and regional strategy. The Executive Director should embody and promote MCBC's core values, fostering a culture of integrity, collaboration, and innovation.

Key Responsibilities

Strategic Leadership

- Provide overall vision, mission alignment, and leadership to ensure the growth and sustainability of MCBC.
- Develop and implement a strategic plan in collaboration with the Board of Directors, ensuring goals align with community and business needs.
- Define and report on measurable outcomes for membership growth, funding diversity, and community impact.
- Represent MCBC regionally and statewide as a leading voice on economic development issues.

Advocacy and Government Relations

- Build and maintain effective relationships with local, state, and federal officials.
- Advocate for policies that support business growth, workforce development, and economic innovation in Monterey County.
- Serve as a thought leader and trusted source of insight on regional economic trends.

- Serve as the primary spokesperson for MCBC, representing the organization in media, public forums, and community events.
- Represent MCBC at public meetings, forums, and conferences.

Community and Business Engagement

- Act as the primary spokesperson for MCBC, fostering a positive image and strong relationships with media, community members, and business leaders.
- Champion issues of importance to members, ensuring MCBC remains responsive and relevant.
- Manage business memberships, cultivating meaningful and mutually beneficial relationships and programs in alignment with MCBC goals.
- Mobilize cross-sector coalitions and facilitate public-private partnerships.

Program and Grant Management

- Manage all MCBC programs with measurable outcomes, ensuring alignment with the mission and strategic objectives.
- Oversee grant procurement and management end to end, including grant writing, administration, compliance, and reporting.
- Seek new funding opportunities and drive program innovation to address emerging challenges such as workforce readiness, housing, and sustainability, or other key topics for the business community.

Financial Oversight

- Oversee the financial management of the organization, including budgeting, forecasting, and timely financial reporting.
- Ensure fiscal sustainability through diversified funding, membership, sponsorships, and grants.
- Lead fundraising efforts, including donor cultivation, sponsorships, and grant development, to ensure financial sustainability.
- Build financial resilience to navigate economic cycles while maintaining strong financial controls and compliance with regulations.

Governance and Board Relations

- Serve as the primary liaison with the Board of Directors, ensuring effective communication and timely reporting.
Partner with the Board in governance, decision-making, and policy development.
Ensure alignment between Board priorities and organizational activities
- The Executive Director will work with the Board to develop and maintain a succession plan for key leadership roles.
- The Board will conduct regular performance evaluations and provide mentorship and support to ensure the Executive Director's success.

Organizational Leadership

- Recruit, manage, and inspire a high-performing team of staff and contractors.
- Promote a positive workplace culture of innovation, accountability, equality, and professional growth.
- Support talent development and succession planning to ensure long-term organizational effectiveness.
- Exceptional attention to detail and deadlines to ensure all business objectives are met.
- And any other duties as assigned by the Board of Directors.

Minimum Qualifications

- Bachelor's degree in business, public administration, economics, or related field (Master's degree preferred).
- Minimum of 7 years of progressively responsible senior management experience, preferably in a business council, economic development corporation, chamber of commerce, or nonprofit/association leadership role.
- Proven experience in strategic planning, financial management, and organizational growth.

- Demonstrated ability to cultivate relationships with government, business, and community leaders.
- Experience securing and managing grants and alternative funding sources.
- Strong public speaking, media relations, and written communication skills.
- Ability to navigate complex economic, political, and social landscapes with diplomacy.
- Experience leading in diverse, multicultural communities.

Desired Competencies

- Visionary leadership and strategic thinking
- Strong advocacy, policy, and thought leadership acumen
- Collaborative and inclusive leadership style
- Decisive problem-solving abilities
- Entrepreneurial mindset with experience driving innovation
- Results orientation and accountability
- Commitment to diversity, equity, and inclusion
- Ability to build trust and mobilize coalitions
- Deep commitment to the prosperity and quality of life in Monterey County

Location

Position is based in Monterey County, California, with expectation of regular in-person engagement with community and regional stakeholders. Relocation assistance may be available for exceptional candidates. The Executive Director must be able to travel regularly within Monterey County and attend in-person meetings and events as required.

Compensation & Benefits

Competitive salary commensurate with experience, including a benefits package in line with executive-level roles at similar regional economic development organizations. A salary range will be provided to ensure transparency and attract top candidates.

At-Will Employment and Equal Opportunity

MCBC is an equal opportunity employer. Employment is at-will and may be terminated by either party at any time.