

Proposal
for
**City Administrator
Recruitment Services**



Leadership is Key to the Sustainability of Any Organization

Great leaders invest in their teams, build trust and create an environment where employees don't just work, they contribute and grow.

Finding great leaders is what we do!



Executive Recruitment

Interim Staffing. Application Software. Job Board.

Cover Letter / Qualifications

Thank you for the opportunity to submit the enclosed **City Administrator recruitment proposal**. A trusted leader in public sector executive recruitment since 2002, Prothman Company specializes in helping cities, counties, districts, nonprofits, and other public sector agencies find top-tier leadership talent.

What makes Prothman stand out?

A Proven Track Record

With over 23 years of success and more than 1,200 completed recruitments, Prothman Company has continually evolved by listening, learning, and refining a recruitment process that truly works. We take pride in the trust we've built with a wide range of clients - from small organizations with a single employee to large agencies with over 4,500 employees. No matter the size or complexity of your recruitment challenge, Prothman has the experience and solutions to help you succeed.

Depth of Experience

Since 2002, Prothman has successfully managed over 250 city manager and administrator recruitment processes, demonstrating the experience and facilitation skills essential to achieving successful outcomes. With over 35 years in local government management, our consultants bring deep sector knowledge and an unparalleled professional network - enabling them to effectively reach both active and passive candidates in ways few recruitment firms can match.

Quality Candidate Pools

We lead the industry in placement and retention by doing more than filling roles - we find the right leaders who excel and stay. Our tailored interview questions, combined with proven assessment techniques honed over years of experience, uncover not only technical competencies but also the values and interpersonal strengths that drive long-term success. This comprehensive approach ensures every hire is a lasting fit.

Exceptional Customer Service

For the past 18 years, Prothman has maintained the same dedicated in-house team, providing an unmatched level of expertise and process flow. Led by Sonja Prothman, our tight-knit group brings deep industry knowledge and experience, ensuring consistent, high-quality service for every client we serve. Our entire team believes in our mission to serve local government organizations and their communities with integrity and commitment. Driven by our passion for local government, we are always on call and do what we do because we love helping organizations find great leaders.

Having served organizations both large and small, near and far, our team believes that "no job is too big or too small" – we are here and happy to help!



Sonja Prothman
Owner/CEO
Prothman Company

STATEMENT OF QUALIFICATIONS – PROJECT TEAM

Elizabeth Pauli – Senior Consultant, Project Lead

Elizabeth Pauli joins Prothman upon her retirement from the City of Tacoma. Ms. Pauli was the first female City Manager for the City of Tacoma, the third largest city in the state of Washington. As City Manager, she was the Chief Executive Officer for the City of Tacoma, overseeing 12 operational departments and offices, and was responsible for assisting the City Council with its policy development. Elizabeth joined the City of Tacoma in May 1998, as Chief Assistant City Attorney. She was appointed City Attorney in 2005. She stepped into the Interim City Manager role in 2017 before being appointed City Manager. She retired from the City in July of 2025. Prior to joining the City of Tacoma, she was a partner at McGavick Graves, P.S., a well-established law firm in Tacoma. She is a graduate of the University of Wisconsin-Madison Law School and has Bachelor of Science degrees in education and social work from the University of Wisconsin-Madison. Elizabeth lives in Tacoma with her husband, Dave, and is a proud mother and grandmother. She enjoys running the trails near her mountain cabin. She is an active volunteer with her church and in her community.

Sonja Prothman – Project Support

Sonja directs the day-to-day operations of the Prothman Company and has over 18 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the “elected official” side of government – a vital perspective for understanding our clients’ needs. Sonja also brings private sector expertise, having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor’s degree in Communications from the University of Washington.

Jared Eckhardt – Project Support

Jared is part of the Prothman administrative team responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with the lead consultant on each client’s outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

Barry Gaskins – Project Support

Barry is part of the Prothman administrative team responsible for client and candidate management and administrative support to Sonja. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry earned his bachelor’s degree from California State University in Los Angeles.

Madison Lindquist – Project Support

Madison is part of the Prothman administrative team responsible for Prothman’s social media outreach, direct mail outreach, website development and Online Application Service support. Madison works one-on-one with the client to ensure optimal outreach in all available social networking resources and works with clients who choose to use the Online Application Service. Madison also functions as recruitment support. Madison graduated from the University of Washington, earning her BA in Communications.

STATEMENT OF QUALIFICATIONS

Prothman Team Current Recruitments

City Manager – City of Tacoma, WA
City Manager – City of Clatskanie, OR
City Manager – City of Gresham, OR
County Administrator – Lincoln County, OR
City Administrator – City of Dundee, OR – just completed
City Manager – City of King City, OR – just completed
City Attorney – City of Pasco, WA
Executive Director – Urban Flood Safety and Water Quality District, OR
Executive Director – Housing Authority of Skagit County, WA
Human Resources Director – City of Edmonds, WA
Public Works Director – City of Bremerton, WA
Community Development Director – City of Liberty Lake, WA
Human Resource Generalist – South Sound 911, WA
Public Works Director – City of Tacoma, WA
Public Works Director – Pend Orielle County, WA
Fire Chief – Fort Lupton Fire Protection District, CO
Fire Chief – Monument Fire District, CO
Fire Chief – Lewis County Fire District #6, WA
Chief Executive Officer – Greater Valley Health Center, MT
Airport Manager – City of Kenai, AK

References

City of Clatskanie, OR – City Manager (in progress), Finance Manager, Public Works Director
Contact: Greg Hinkelman, City Manager (retiring)
ghinkelman@cityofclatskanie.com
503.728.2622

Jefferson County, OR – Community Development Director (recently completed), Finance Director, HR Director, Building and Grounds Director, Health Director, Public Works Director
Contact: Jeff Rasmussen, County Administrative Officer
jeff.rasmussen@co.jefferson.or.us
541.475.2449

City of Dundee, OR – City Administrator – just completed
Contact: David Ford, Mayor
david.ford@dundeecity.org
503.449.6957

City of King City, OR – City Manager – just completed
Contact: Rachel Kazmierski, Mayor
rkazmierski@ci.king-city.or.us
503.639.4082

AVAILABILITY, COMMUNICATION & PROPOSED SCHEDULE

We are ready to start when you are!

One of our first tasks will be to coordinate and commit to a schedule.

We will provide you with our cell phone numbers and emails so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire.

We understand that each recruitment is unique, and we are flexible to adjust the recruitment schedule to fit your needs.

Draft Schedule

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of February 16 & 23, 2026	Gather information for position profile. Travel to Stevenson for stakeholder interviews. Send profile for review and edits. Get profile approval.
March 2, 2026	Post the position and start advertising
March 10, 2026	Send direct mail brochures and first round of emails
April 5, 2026	Application closing date
Weeks of April 6 & 13, 2026	Prothman screens applications & interviews top 6 - 14 candidates
Week of April 20 - 24, 2026	Travel to Stevenson for work session to review semifinalists and pick finalists, and design final interviews
Week of May 4 or 11, 2026	Travel to Stevenson for Final Interview Process which may include an evening reception and next day interviews

RECRUITMENT WORK PLAN

General Approach: The Prothman Team employs a structured, proactive and client-focused approach to managing the services we provide to our clients. We strive to provide consistent, accountable and professional service while meeting or exceeding our client expectations. Each recruitment is managed by a dedicated recruiting manager and each engagement begins with a planning process to ensure clarity and set expectations for all stakeholders. We understand that no two organizations or recruitments are alike, so we tailor our process to fit your specific requirements. We always provide full transparency and accountability throughout the recruitment process and we believe that clear and consistent communication is central to a successful partnership with our clients. We truly enjoy helping local government thrive and look forward to performing all the services represented in this proposal.

SCOPE OF SERVICES

1. Develop a Tailored Recruitment Strategy

Project Review

The first steps will be:

- ◆ Review of the recruitment process
- ◆ Review of the draft recruitment schedule

Information Gathering and Research *(Soliciting Input)*

We will travel to Stevenson or meet via Teams/Zoom and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications and personality you desire in your next City Administrator. We will:

- ◆ Meet with the Mayor
- ◆ Meet with the City Council
- ◆ Meet with the Leadership Team and Staff, as directed
- ◆ Meet with Community and other Stakeholders, as directed
- ◆ Review of all documents related to the position

Position Profile Development *(Identifying the Ideal Candidate)*

We will work with you and develop a detailed and compelling profile of your ideal candidate. Once the Position Profile is approved by you, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience
 - Ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position- *this is the person we want to reach and recruit.* We have a comprehensive recruitment strategy which involves the following:

- ♦ **Print and Internet-based Ads** placed regionally and nationally in professional publications, journals, and related websites.
- ♦ **Targeted Direct Mail Brochures** sent directly to hundreds of city/county management professionals who are not actively seeking a new position.
- ♦ **Focused Candidate Outreach** via personal contacts and thousands of personal emails sent directly to city and county management professionals.
- ♦ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over seven thousand visits per week from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** We will screen the candidates for qualifications based on the applications, resumes, and supplemental question responses. After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work experience and qualifications of each candidate.
- 2) **Internet / Media Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 6 to 14 candidates. During the interviews, we ask technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation (*Choosing the Finalists*)

We will prepare and send to you candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will meet via Teams/Zoom or travel to Stevenson and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 2 to 5 candidates to invite to the final interviews.

We will discuss the planning and design of the final interview process during this meeting.

4. Design and Conduct Final Interview Process

Final Interview Process *(Selecting the Right Candidate)*

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
 - **Deciding on an Evening Reception**
 - **Deciding on Candidate Travel Expenses**
- ◆ **Background Checks**

Background checks include the following:

 - **References** from 8 – 12 current and past employers and colleagues
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ◆ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**

The Final Interview Packets include sample interview questions and the candidates' application materials and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**

We will travel to Stevenson and facilitate the interviews. The interview process typically begins with a morning briefing during which we will review the schedule and outline the process with everyone involved. Each candidate will then participate in a series of one-hour interview sessions, with a one-hour break scheduled for lunch.
- ◆ **Candidate Evaluation Session**

After the interviews are complete, we will facilitate the evaluation process and support the decision makers in reaching consensus.
- ◆ **Facilitate Employment Agreement**

Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating the terms of the employment agreement.

5. Warranty

Repeat the Recruitment

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

6. Guarantee

Replacement Recruitment

Prothman will guarantee that if the selected finalist is terminated for cause or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a City Administrator full recruitment with a one-year guarantee is \$18,500, however, to acknowledge that Stevenson is a small city, we offer the recruitment at \$16,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all meetings and correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

The professional fee is billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Stevenson will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses for each recruitment include:

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,600 - \$2,100)
- Direct mail announcements (\$1,700)
- Consultant travel: mileage at IRS rate, travel time at \$45 per hour, lodging if needed (approx. \$375 - \$575 per trip)
- Background checks performed by Sterling (approx. \$170 per candidate)
- Printing and shipping of Interview Packets (approx. \$100 - \$250)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Guarantee

Prothman will guarantee that if the selected finalist is terminated for cause or resigns within one year of the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

Equal Opportunity

We can assure you that we recognize the importance and wisdom of a diverse rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

EXAMPLE OF POSITION PROFILE



City of Clatskanie,
Oregon

CITY MANAGER

\$103,716 - \$132,375

Apply by
March 1, 2026
(First Review, Open Until Filled.)

PROTHMAN



THE COMMUNITY



Clatskanie, a picturesque town nestled in Oregon's Lower Columbia region is a blend of natural beauty and rich history. Situated conveniently between the cities of Portland and Astoria,

Clatskanie offers an escape into a serene, forested landscape while remaining connected to urban amenities. Clatskanie was established by loggers, farmers and fishermen who named the city after a small, vanished tribe of Native Americans; the Tlatskanai tribe, whose name suggests "swift running water," reflecting the Clatskanie River that enhances the town's charm.

Historical landmarks in the City include Flippin Castle; a historic turreted mansion situated atop a hill above the center that functions as a museum and special event center. In addition, the Clatskanie Cultural Center's Birkenfeld Theatre is also home to the Clatskanie Arts Commission's Performing Arts Series, and an independent short film festival.

For those looking to get outside, walking and water trails begin in the Clatskanie City Park. The Park also offers playgrounds, playing fields and a covered skatepark. After launching a kayak in the park, kayakers can wind their way all the way to the Columbia River.



The city of Clatskanie offers a warm and welcoming atmosphere, rich history, a range of recreational and cultural offerings, and stunning natural surroundings. With its strong sense of community, Clatskanie is an ideal place for those seeking a blend of tranquility, cultural richness, and community spirit.

THE CITY

The City of Clatskanie operates under a Council-Manager form of government. The Clatskanie City Council is composed of six councilors elected at large, and a mayor that is elected separately from the council positions. Council terms are four years, and three terms expire at the end of each even-numbered year. The Mayor's term is for two years.

The City has 10 FTEs and a 2024-25 total city budget of 9.6 million. City Departments include Administration, comprised of the City Manager, Finance Manager / City Recorder, Senior Clerk, and a General Clerk, and Public Works, comprised of the Public Works Director, Water Treatment Plant Operator, Wastewater Treatment Plant Operator, Public Works Foreman, and two Utility Workers. Police services, legal services, city planning services, and building codes and enforcement are contracted out. The senior and general clerk positions provide support to both the Administration and Public Works.

THE POSITION

Working under the administrative supervision of the City Council, the City Manager provides general management and administration for all City functions. This position is responsible for planning, organizing, directing and controlling the activities and operations of the City of Clatskanie, and exercising supervision and leadership over the city's employees, contractors, and agents.

The City Manager also leads the development of program and policy recommendations for presentation to the City Council and is responsible for facilitating the implementation of the Council's vision. The City Manager serves as chief budget officer, and floodplain administrator, and is responsible for administering the collective bargaining agreement with exclusive representative.

To view a full job description, please view the attachment found [here](#).

OPPORTUNITIES & PRIORITIES

Secure supplemental grant funding to mitigate wastewater rate impacts: The City is constructing a \$26 million Wastewater Treatment Facility serving approximately 700 connections, which has necessitated scheduled rate increases of \$5 per month for 24 months. The new City Manager will have an opportunity to actively pursue additional state and federal grant funding during their first year of employment to reduce the overall financial burden on ratepayers and soften the impact of these increases during the implementation period.

Lead the disciplined implementation of multi-year wastewater rate adjustments: Over the next two years, the City Manager will oversee the above-mentioned phased rollout of wastewater rate increases already adopted by the City. This work will require consistent financial oversight, clear sequencing of rate changes, and steady administration of billing adjustments while maintaining focus on affordability within a small community context.

Leverage the new wastewater facility as a long-term operational and capacity asset: The new treatment facility is already under construction and broadly accepted as necessary. Its design capacity provides operational reliability and flexibility that can support future service demands, regulatory requirements, and potential growth scenarios without requiring immediate policy decisions regarding growth direction.

Build upon a stable, aligned, and high-performing municipal team: The City Manager will inherit a well-functioning organization of approximately 10 full-time employees with strong morale and shared direction. This internal stability provides continuity and allows leadership attention to remain focused on external financial and infrastructure priorities rather than internal reorganization.



THE IDEAL CANDIDATE

The ideal candidate will bring a strong public-sector background and the leadership presence needed to guide the City of Clatskanie with clarity, accountability, and purpose. This individual will demonstrate the ability to actively pursue State and Federal grant funding and pair that skill with a solid understanding of public-sector finance to support responsible budgeting, sound governance, and long-term planning.

The successful candidate will possess a working knowledge of public works, capital projects, and utility operations, allowing for informed oversight and practical, solution-oriented decision-making. Prior management or supervisory experience is essential, with public-sector experience preferred but not required.

Strong interpersonal skills and a high level of emotional intelligence will be critical to success in this role. The ideal candidate will communicate effectively in writing, in person, and in public settings, enabling clear direction, active listening, and productive facilitation.

The ability to mediate disputes, resolve conflict, and advocate for staff will help build trust across the organization and within the community. A reputation for honesty, integrity, a positive outlook, and visible community engagement will further strengthen relationships and reinforce a healthy, collaborative organizational culture that supports retention, morale, and long-term organizational stability.

EDUCATION & EXPERIENCE

- A bachelor's degree from an accredited college or university in public administration or business administration is required.
- A minimum of five (5) years of progressively responsible experience in local government which would ideally include experience in positions such as city administrator/manager, assistant city administrator, finance director, community development director, other department head, or a comparable position is required.
- A master's degree in public administration or business administration is desired.
- Any satisfactory equivalent combination of education and experience which ensures the knowledge, skills and abilities to perform the essential functions of the position may be considered.

To learn more about the
City of Clatskanie, please visit:

www.cityofclatskanie.com

COMPENSATION & BENEFITS

- **\$103,716 - \$132,375 DOQ**
- Medical, Dental, Vision Insurance.
- Oregon Public Employees Retirement System.
- Life and AD&D Insurance.
- 80 Hours of Vacation Per Year.
- Twelve (12) days of Sick Leave per year. (Accrued at 8 hours per month)
- Five (5) days of personal leave per year, which can be used as vacation, personal business, or sick leave.
- Up to \$5,000 for relocation expenses.
- Extra upfront vacation and/or personal leave pool may be negotiated.



The City of Clatskanie is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 1, 2026** (first review, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Clatskanie, OR – City Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the Prothman website as instructed on the form.

PROTHMAN

www.prothman.com

206.368.0050

EXAMPLE OF INVITE LETTER



CREDC

ECONOMIC DEVELOPMENT
Columbia River Economic Development Council
Vancouver, Washington

PRESIDENT

\$150,000 - \$170,000 DOQ

Plus Excellent Benefits

Apply by:

November 2, 2025

(First Review, Open until filled)

Apply at www.prothman.com

Dear Colleague,

Prothman is currently recruiting for the **President** position for the **Columbia River Economic Development Council**, based in **Vancouver, Washington**. We invite you to review the position details on the back page. If you find that this position is not right for you, we kindly ask you please pass this on to other professionals you know who may be ready for this next step in their career.

Thank you for your consideration and help!

PROTHMAN



THE REGION



Located in Southwest Washington, Clark County is a thriving region that combines rich history, natural beauty, and modern amenities. Stretching from the Columbia River to the southern slopes of Mount St. Helens, the county is home to more than 527,000 residents and has become a vital player in the greater Portland-Vancouver metropolitan area. Its county seat, Vancouver, is Washington's fourth largest city and serves as a dynamic hub for government, commerce, dining, and culture. Just across the Columbia River from Portland and within easy reach of Portland International Airport, the county enjoys strong regional and global connectivity, making it a prime location for both residents and businesses.

Clark County offers an exceptional quality of life, blending urban conveniences with abundant outdoor recreation. The region spans 656 square miles of diverse landscapes, from vibrant downtown centers to small towns, farmland, forests, and more than 40 miles of river frontage. Residents enjoy affordable housing, low property taxes, and high-performing schools, with higher education anchored by Clark College and Washington State University Vancouver, the only four-year public university in Southwest Washington. Recreational and cultural opportunities are a hallmark of life in the region. With its mild climate and easy access to the Pacific Coast, Cascade Mountains, and Columbia River Gorge, the area provides year-round opportunities for hiking, boating, fishing, skiing, and other outdoor activities.

THE ORGANIZATION

The Columbia River Economic Development Council (CREDC) is the state-recognized Associate Development Organization (ADO) for Clark County, Washington. As a nonprofit corporation, CREDC unites more than 150 public- and private-sector partners dedicated to advancing regional economic vitality through business growth, innovation, and collaboration.



CREDC serves as the leading economic development entity for Southwest Washington, providing free, confidential services to companies seeking to launch, expand, or relocate in the region. Each year, the organization meets with more than 100 traded-sector businesses, offering tailored assistance to help reduce costs, optimize talent, improve efficiency, and grow sales. By leveraging strong partnerships across local, state, and federal agencies, CREDC ensures businesses have access to the resources and networks needed to thrive.

Governed by a 50-member Board of Directors, CREDC advances its mission through a strong committee structure and a professional team that operates "like a lean startup" - nimble, collaborative, and outcome-driven. APEX Accelerator program, which supports small businesses in securing government contracts. In 2024 alone, APEX at CREDC provided over 300 hours of advising, helping local companies secure more than \$24M in federal, state, and local government contracts. With an annual budget of approximately \$1.1M, CREDC is well-positioned to continue serving as Clark County's economic development leader, driving sustainable growth and fostering a resilient, competitive, and inclusive regional economy.

THE POSITION

The President of CREDC is responsible for the continuing development of the organization's strategic direction. Each year, the President will formulate a work plan consistent with the strategic direction for adoption by the Board of Directors and then implement that plan. This position reports to the Board of Directors and is supervised by the Chairman of the Board and Executive Committee.

The President is expected to follow general direction from the Board of Directors and Executive Committee while simultaneously exhibiting initiative, a collaborative work style, and high-level of professional judgment. The President is given full oversight, responsibility and accountability for planning and managing the administration, staff, funding, budget, programs, strategic initiatives and business support activities of the organization. The President will also represent CREDC's interests on a number of business, community and civic boards, providing strategic input and direction to a broad network of partners to support a growing and competitive business environment.

To review the full position profile and benefits package, and to learn more about Prothman, please visit: www.prothman.com.