

Position Description

JOB TITLE: Director, Clarinda Economic Development Corporation

REPORTS TO: Clarinda Economic Development Corporation Board of Directors

PURPOSE OF POSITION:

To facilitate the creation and retention of jobs and promote economic development opportunities for the Clarinda area that results in increased workforce, wages, housing and tax base.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Work with partners of CEDC to promote the continued expansion and growth of new or existing businesses and housing in Clarinda and immediate area by implementing a proactive outreach program where one-on-one assistance will be provided. Assistance provided includes: real estate options, access to local and state incentives, financing options, connections to utility partners for infrastructure improvements, connections to city and county officials for projects that require zoning and planning changes, connections to workforce programs and access to demographic information.
2. Plan, formulate and recommend for the approval of the Board of Directors, policies, programs and procedures that will result in the creation of jobs, increased economic development and increased housing opportunities in Clarinda area.
3. Establish and maintain a high degree of personal contact with existing local businesses and completion of recommended interview questions and documentation. Also conduct annual face to face visits with all members of CEDC.
4. Carry out a variety of communications, contacts and activities that focus on the retention of existing businesses, attracting new businesses, creating new jobs, creating additional housing stock and expanding current business and industry jobs, wages and taxes base.
5. Serve as point of contact for all prospects and coordinate response or action required for prospect inquiries, follow-up on all prospects and maintain accurate and timely records, with communication and request activity by and with the board as needed.
6. Establish and coordinate public relations and marketing programs to enhance public awareness and recognition of the economic development efforts of the CEDC through the various available media channels.
7. Develop, recommend, and upon approval, implement the annual budget and be accountable for it. Insure that all funds, physical assets and other property are appropriately safeguarded and administered.

8. Plan, organize and direct a membership promotion and retention program, consistent with approved budget, to achieve membership goals. Assess, communicate and collect dues in a timely manner.
9. Plan and conduct monthly board meetings, and semi-annual membership group member meetings and other meetings as appropriate.
10. Create and maintain professional relationships with the Iowa Economic Development Authority and other area development resources.
11. Prepare and maintain information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes, and coordinate with other departments and agencies as needed.
12. Track state and local legislation, which impacts business and industry and reports as necessary to board on key issues.
13. Membership in professional organization and completion of approved continuing education to further achieve personal goals and business plan goals of CEDC.
14. Provide administration of the Revolving Loan Fund (RLF): collection of monthly payments, all accounting and maintenance of necessary loan records, marketing to increase number of business loans, completion of USDA Rural Development reports and online loan updates as required.
15. Other duties and tasks as assigned.

QUALIFICATIONS:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed should be representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and related work experience:

1. Bachelor's or Master's degree in business or related field specializing in economic and community development or public administration.
2. One to three years of work experience in business/economic development within a local, regional or state economic development organization is preferred.
3. Understanding of business, community and economic development practices and verbal, written and personal communication skills to implement them.

Certifications, Licenses, Designations:

Valid Driver's License

Other Skills and Qualifications:

1. Demonstrated strong leadership with a record of accomplishments.
2. Dynamic team player and self-starter that can work with minimal supervision.
3. Strong marketing, public relations and negotiation skills.
4. Effective presentation and communication skills (written and oral.)
5. Knowledge of current economic development theory and practice.
6. Excellent attention to detail.
7. Demonstrated ability to coordinate multiple projects with short deadlines
8. Ability to work effectively with local, regional and state elected and other economic development related officials.
9. Demonstrated ability and willingness to maintain strict confidentiality.
10. Ability to work flexible schedule including early mornings, evenings and some weekends.
11. Experience in development, implementation and evaluation of organizational budgets.
12. Proficient in use of Microsoft Word, PowerPoint and Excel; experience with Access preferred.
13. Experience in use of graphics software (PageMaker & PhotoShop).
14. Willingness and ability to perform general light housekeeping tasks in the CEDC office.

Physical Demands:

1. Typical office environment.
2. Ability to drive and/or provide own transportation.
3. Applicant must be able to physically maneuver in and around all types of facilities, construction and project sites.