

Executive Director, St. Paul Economic Development Corporation

Essential Functions

The director serves as an innovative leader, fostering a collaboration with community partners to direct economic development initiatives to stimulate growth and vitality of the local economy. The director will maintain positive relationships with local, regional, and statewide partners to advance policies and practices and develop partnerships that lead to sustainable economic expansion with shared prosperity.

Duties and Responsibilities

- Plan, direct, and coordinate operations, services, and administration of the organization including but not limited to overseeing staff and volunteers and office management functions as needed.
- Facilitate a strategic planning process with the board of directors to develop and implement an annual action plan.
- Conduct an annual business visitation program to better understand business climate trends and promote improvement of business conditions.
- Encourage youth involvement in entrepreneurship
- Maintain working relationships with city and county officials, business and industry leaders, including the Nebraska Department of Economic Development.
- Maintain an active and current inventory of existing available buildings and properties and potential opportunities.
- Keep updated on legislation and regulations relating to economic development. Keep updated on potential legislation and regulatory changes relating to economic development, and communicate findings to the board of directors.
- Provide cooperative help to develop short and long term economic and community development plan, and the researching, gathering, and preparation of studies, reports, and recommendations to achieve such goals.
- Prepare documents including but not limited to contracts, grants, funding proposals, and applications.
- Foster and facilitate marketing and business attraction strategies with community leaders
- Serve as administrator and liaison of the Economic Development program of the City of St. Paul.
- Attend professional development workshops and conferences to keep abreast of trends and developments in economic development and to represent the interests of Howard County on matters related to economic development.
- Perform other duties mutually agreed upon by the Executive Director and the Board of Directors.
- Work with the city and board of directors to prepare annual audits and financial reports

Communication and Community Relationships

- Convene and moderate meetings, make presentations to partnering entities and lead major projects
- Answer all economic development requests and ensure complete and thorough follow up to those interested in economic development opportunities.
- Provide information and/or make presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the public on economic development incentives, programs, services, plans, and concerns.
- Ensure the creation of marketing materials, press releases, and briefings to keep partners abreast of progress on past, present, and developing projects and programs within the community's economic development ecosystem, and make recommendations as necessary.

Education and Qualifications

- Bachelor's degree from 4 year institution in a related field.
- Valid driver's license
- Background check and ability to be bonded.

Requirements and Expectations

- Have at least three to five years of business, management, and strategic leadership experience in economic development, community development, business, real estate, marketing, or a similar field.
- Previous experience working with finances and budgets.
- Working knowledge with the use of general office equipment, standard computer programs including databases and website/social media.
- Ability to manage projects with minimal direction and supervision. Is detail oriented and timely, and able to prioritize tasks and prepare with effective correspondence.
- Maintain a professional image, appearance, and conduct.
- Able to flex work schedule, and travel as needed.
- Foster and exercise a high level of tact, good judgement, discretion, and diplomacy with all demographics.
- Ability to maintain confidentiality.