

POSITION ANNOUNCEMENT

08/21/2019

Executive Director

1. Background Information on CHOOSE CLARK COUNTY

Choose, Clark County (“CCC”) is a newly created non-profit corporation headquartered in the City of Clark, South Dakota, focused on economic development throughout the entire County of Clark, South Dakota. CCC is organized and operates exclusively for charitable and educational purposes, to improve the economy in Clark County by promoting business growth, increasing housing opportunities, and enhancing the quality of life for all residents. The Board of Directors consists of seven voting members. The board also formally recognizes advisors from the County of Clark and the City of Clark. The Board makes important policy decisions and establishes goals for the organization. The Board delegates authority to the Executive Director to facilitate its policy decisions and goals.

2. Nature of Position

The position of Executive Director is an at will employment position that carries executive level management responsibilities and reports directly to the CCC Board. This position is newly created to initiate countywide economic and community development efforts for our newly formed non-profit organization and to assist the newly created Board in defining and carrying out short and long-term goals, as well as manage operational activities and supervise staff, all under the direction of the Board.

3. RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

The Executive Director is responsible for performing the following activities under the direction and guidance of the CCC Board:

- a. Create and manage business and marketing plans for CCC.
- b. Facilitate the development of vision and mission statements for the organization.
- c. Create and manage financial budgets and accounting for CCC.
- d. Develop relationships and coordinate activities with state and local government
- e. Develop relationships and coordinate activities with area development groups and local businesses
- f. Create and present reports and proposals on all the above stated activities to the CCC Board
- g. Research, apply and supervise application process of grants available to CCC and its projects.
- h. Establish and maintain effective relationships with city, county, and state officials; business owners and managers; financial agents; and the general public.
- i. Plan and facilitate all CCC Board meetings and activities, including preparation of materials and meeting minutes, as well as other meeting -related record keeping and communications.
- j. Attend meetings of the Board and meetings with other organizations during evening and weekend hours.
- k. Perform all activities delegated by the authority of the CCC Board and its Officers
- l. Direct and supervise additional professional, technical, and administrative staff and assist in recruitment and hiring of these positions.
- m. Perform work in an office and conference setting involving operation of computerized office equipment and viewing a computer screen up to four hours daily.
- n. Travel occasionally throughout the state and neighboring states, as well as to national conferences and meetings as occasionally requested by the Board.

o. Grant research, writing, and management.

4. QUALIFICATIONS

a. MINIMUM QUALIFICATIONS:

- i. 4-year degree in public administration, business administration, marketing, or related field; OR 4 years of professional-level experience in community or economic development, public administration, business administration, marketing or related field; OR a combination of the above described education and experience totaling 4 years.
- ii. Experienced in establishing and maintaining business relationships with external entities, advisors and/or business partners.
- iii. Experienced in creating and managing business and/or marketing plans and financial budgets.
- iv. Experienced in standard accounting or bookkeeping and payroll practices.
- v. Proficient using mainstream software products including word processing, spreadsheets, and accounting software.
- vi. Knowledge of the principles and practices of economic development and local government.
- vii. Fluency in English.
- viii. Valid driver's license and reliable transportation.
- ix. Permanent resident of Clark County within six months of date of hire.

b. PREFERRED QUALIFICATIONS:

- i. Experience and understanding of implementing the principles and practices of economic development in a small, rural community.
- ii. Passion for seeing small communities thrive.
- iii. Experience fundraising for non-profit organizations.
- iv. Experience creating and maintaining organizational website and social media content.
- v. Experience in grant research, writing, and supervision of application process.

- vi. Experience in public speaking, media interviews and presentations.
- vii. Strong organizational skills and ability to manage multiple projects.

5. Compensation & Benefits

- a. \$35,000 to \$40,000/year salary, depending on experience. Salary to be reviewed in conjunction with six-month performance evaluation.
- b. Flexible four-day work week.
- c. Two (2) weeks paid vacation time per year, awarded as earned.
- d. Five (5) paid personal days per year, to be used for illness, bereavement or family emergency.

6. How to Apply

For more information on how to apply for this position, submit an email to ChooseClarkCounty.SD@gmail.com or visit www.clarksd.com/job-openings/

Questions may also be directed to Greg Janisch, President, at 605-520-2087 or Luanne Warren, Board Member, at 605-520-1040.

Please do not include photographs or reference to social media.

Choose Clark County is an equal opportunity employer.