



## **PRESIDENT**

### **Job Scope**

The President of ElevateEdgerton! will be a full time, paid professional staff position. The President will be hired and supervised by the ElevateEdgerton! Board of Directors.

### **Job Summary**

Edgerton, Kansas approaches economic development uniquely through ElevateEdgerton!, a public-private economic development partnership that serves as the proactive advocate for economic development. ElevateEdgerton! is governed by a Board of Directors comprised of public and private sector leaders.

The President will conduct and supervise the day-to-day responsibilities associated with all development activity in the City of Edgerton, effectively implement the Economic Development Business Plan, and monitor the availability of relevant local, state and federal grants/incentives. The President is responsible for the daily operations of the program, including the successful implementation of a Board approved annual program of work which will include maintenance and handling of new business prospects and the development activity of businesses in the area, housing development, promotion of the Edgerton area and assisting with workforce development opportunities. The President will be actively involved in the development of all plans and strategies related to ElevateEdgerton! operations.

The position requires the ability, skills, and leadership necessary to conduct a variety of development activities which are consistent with the goals of ElevateEdgerton!

Responsibilities may include other duties as assigned and directed by the Board.

### **Principal Areas of Responsibility**

Carry out the day to day implementation of the Business Plan as it relates to Business Attraction, Business Retention & Expansion, Commercial Development, and Residential Development including the management of retention and new location projects looking to locate or invest in Edgerton.

Work in collaboration with other area organizations that focus on business development and growth. Help businesses connect with resources based on their current needs. Coordinate strategies when applicable.



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Coordinate with the Board and initiate fundraising strategy to gain and retain public sector and business memberships in Elevate Edgerton!

Coordinate all publications, advertising, social media, public relations and WEB based marketing for ElevateEdgerton! Cultivate relationships with all members providing services as needed.

Maintain a customer relationship management (CRM) system to track all contacts and prospect activity.

The President will maintain accurate and complete records of all relevant grants and funding from local, state, federal and private sources.

Coordinate the activities of the Board of Directors of ElevateEdgerton! with other economic development groups as approved by the Chairperson and the Board.

### **Qualifications**

- BA/BS Degree with 3-5 years of experience in economic development preferred. Professional designation(s) desirable. Related experience and skills will be considered.
- Knowledge of, and experience in the non-profit management of economic development organizations and economic development programs.
- Understanding of housing development
- Graduate of an accredited economic development training program(s) preferred.
- Strong analytical, organizational, financial, sales, and motivational skills.
- Ability to prepare and present concise and effective written reports, interpret and administer policy, and design and implement an annual business plan.
- Strong oral and written communication skills.
- Ability to plan, assign, and supervise the work of those under supervision and of volunteer boards and committees.
- Valid driver's license, and ability to be insured.
- Ability to work with community and governmental leaders effectively.
- Knowledge of trends, developments, and techniques in the field of economic development and non-profit administration.
- Ability to take initiative, work independently, and balance multiple tasks.
- Ability to appropriately handle confidential information.
- Ability to deal with problems and make sound decisions.
- Ability to manage work time and to be flexible in time and assignments.



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### **Technical Skills**

1. A working knowledge of appropriate computer software, social media, and websites.
2. Working knowledge of general office equipment i.e. Copiers, E-mail.
3. Willingness to be trained and implement skills learned.
4. Ability to raise funds with knowledge of grant writing and preparing timely reports in follow up with funding sources.
5. Possesses strong technical sales skills

### **General**

Strive to continually improve public understanding of the purpose and functions of the organization.

Represent the organization in an ethical manner at all times.

**The position will remain open until filled, however priority will be given to applicants that have submitted their employment information by December 30, 2016. The minimum salary for this position will be set at \$60,000 plus benefits. The final compensation package will be based on the applicant's abilities and experience.**

**Email cover letter and resume information to [bob@smartsolutionsgroup.net](mailto:bob@smartsolutionsgroup.net)  
Questions can be directed to Bob Henningsen, with Smart Solutions Group,  
515-243-3099.**

