

Job Description

Greater Dallas County Development Alliance

Executive Director

Description

The Executive Director will be the primary leader with support from the board managing daily operation of the organization, hires and supervises staff, and carries out short term objectives to advance the board's long-term strategic plan; follows operating procedures in compliance with local, state and federal laws, and policies set by the board; manages the budget and revolving loan fund; serves on local, regional and statewide organizations in support of economic and community development. The Executive Director will be the primary spokesperson and lead the organizations efforts in all aspects including planning, marketing, board management, project management, community/partner relations, business retention/expansion and coordinates financial assistance opportunities for business startups or growth.

Primary Job Duties and Responsibilities

Work directly with new and existing businesses to provide strategic assistance as they evaluate growth and expansion opportunities within Dallas County. These contacts include business management, president or corporate leaders, global site selectors, mayors, city council and city officials, local, regional and state economic development professionals.

Develop and maintain relationships, both internally and externally to effectively manage issues impacting the organization's reputation, image and member satisfaction.

Directs development, implementation and administration of the organization's programs available to support economic development groups and communities.

Provide expertise on business and community development to business and community partners regarding how decisions might impact communities, the county and new/existing business.

Manage the organization budget and business revolving loan program.

Assist business and public sector partners in the site selection/expansion process, understanding of project finance packaging, skilled in state and local economic development resources and programs.

This position needs to be visible and responsive to the needs of business, communities and elected officials in the county.

Identify new funding sources in addition to membership retention.

Qualifications

Bachelor's degree in business administration, economics, public administration, economic development, marketing, community planning, engineering or a related field or certification in economic development or equivalent work experience. (Typically eight years of related, progressive work experience would be needed for candidates applying for this position who do not possess a bachelor's degree.)

Knowledge of and experience in non-profit management of chamber of commerce or economic development and their respective programs. Three years of related experience in economic/community development.

Graduate of an accredited economic development program or Chamber Institute preferred.

Strong working knowledge of the Dallas County communities will be considered a plus.

Proven track record of working and winning new business locations and assisting existing businesses.

Ability to plan, assign, and manage the work of volunteer boards and committees.

Effective oral and written communication skills.

Effective interpersonal skills and influencing abilities.

Effective analytical, problem-solving and decision-making skills.

Strong analytical, organizational, financial, and motivational skills exhibited in an economic development, chamber of commerce, non-profit or business organizational environment.

Knowledge of trends, developments, and techniques in the field of economic development, business or non-profit administration.

Ability to work effectively with large amounts of data and interpret the data correctly and find trends, patterns and relationships.

Support the company's employee policies and procedures, including workplace safety rules.

Requires travel within Dallas County's service territory, frequently outside of regular work hours; valid driver's license required at all times.

Employee must be able to perform the essential functions of the position, with or without an accommodation.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

Job Type: Full Time

Location: West Des Moines, Iowa

Compensation: Commensurate with experience; Benefits include medical, dental, 401k match, paid holidays and sick time.

How To Apply

Please submit a cover letter and resume to Clark Smith at: csmith@smartsolutionsgroup.net. Questions please email or call 515-314-9755.