



Another Executive Search from Smart Solutions Group



Here's your opportunity to join a successful results-oriented organization!

Dubuque, Iowa

Executive Vice President, Business Services, Greater Dubuque Development Corporation

BACKGROUND

The Greater Dubuque Development Corporation is seeking qualified and motivated candidates for the newly created position of Executive Vice President of Business Services. Greater Dubuque Development Corp. is a non-profit corporation formed in 1984 that serves as an economic development public - private partnership for the Greater Dubuque region. Greater Dubuque Development Corp. is known among its' peers as a preminent, highly focused economic development organization. The awards and accolades Greater Dubuque Development have received are numerous but a consistent theme of their recognition is focused on groundbreaking achievements in Business Retention and Expansion (BRE) and Workforce Solutions programming. The newly created Executive Vice President of Business Services position will lead and manage the BRE and Workforce staff at Greater Dubuque Development Corp. and will be charged with continuing to innovate and produce results that advance Greater Dubuque and the regional business community. As mentioned, Greater Dubuque Development Corp. has received numerous awards and recognitions including most recently, the 2020 Gold Excellence in Economic Development Award from IEDC and the 2020 BEST of Iowa Award for the Dubuque InfoAction BRE program and, in 2020 Dubuque was named by Business Insider as one of the 20 best cities in the U.S. to live after the pandemic. The Greater Dubuque Development Corp. Workforce Solutions program was recognized by both the Mid America Economic Development Council and the Tri-State Human Resource Association in 2019 for efforts to recruit, retain, and develop talent in the Greater Dubuque area. Greater Dubuque Development Corp. is truly a high achievement organization.





The Area

The Greater Dubuque area has a growing and diverse population of nearly 100,000. The Greater Dubuque area commands a central North American location in the heart of the Midwest, a convenient distance from major urban areas and large consumer markets. Its many transit and shipping options, including 4-lane connections, rail service, local and regional commercial airports, and Mississippi River barge harbor service. The Greater Dubuque area is connected to U.S. Interstates 80 and 90 via four-lane U.S. Highway 61, and to U.S. Interstate 35 via four-lane U.S. Highway 20. Dubuque also has access to Interstate 380 (Cedar Rapids, IA) and Interstates 39 and 94 (Madison, WI) via four-lane U.S. Highway 151. Greater Dubuque is poised for growth with multiple quality available buildings and planned industrial sites are complemented by Greater Dubuque's location attributes.

The Greater Dubuque area is virtually a non-stop arts and cultural community. There are nearly 75 film, art and music festivals planned each year, 50 plus music venues, over 50 theater productions, the Dubuque Symphony and more. Outdoor recreation opportunities are numerous with over 100 miles of hiking and biking trails and even paddling on the Mississippi River. Greater Dubuque touts that you can have a "Big Life in a Small City" and that includes an exciting mix of housing options. Depending on your personal needs for space and type of housing, proximity to work or recreation, and neighborhood ambience, you can find something that fits your lifestyle.

Greater Dubuque Development Corp. has created this exciting new position to put increased focus on their approach to Business Services and to continue to apply innovative techniques to what is already Greater Dubuque Development's groundbreaking efforts in BRE and Workforce Solutions. We invite you to consider joining the Greater Dubuque Development Corp. team...where we like to say..."Do more than just Live, Thrive in Dubuque!"





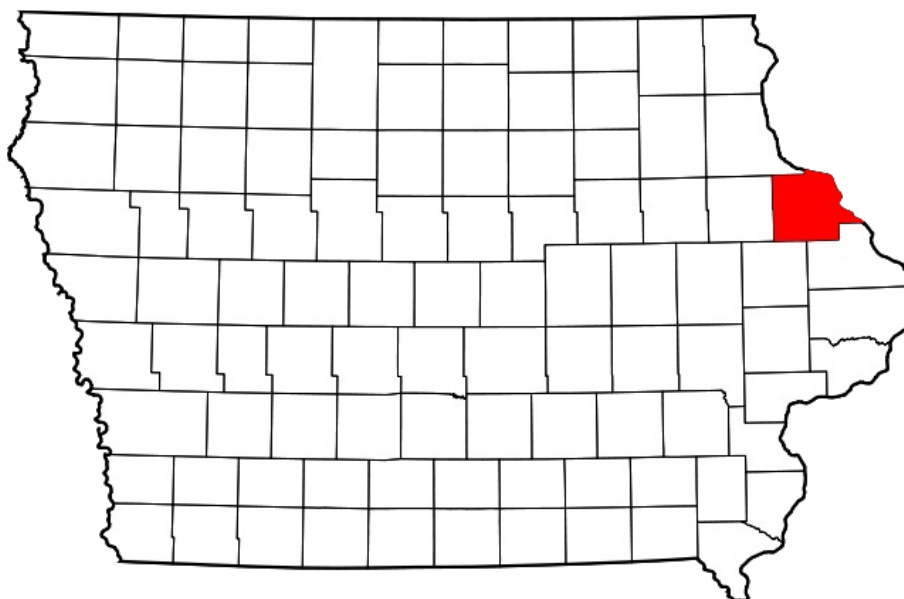
LEADING EMPLOYERS



JOHN DEERE



UNIVERSITY of
DUBUQUE





The Job

TITLE: Executive Vice President of Business Services
REPORTS TO: President & CEO, Greater Dubuque Development Corporation
FLSA STATUS: Exempt
SALARY RANGE: \$95,000-\$120,000

SUMMARY

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversee, execute, and innovate a Business Services model at Greater Dubuque Development that includes Business Retention & Expansion (BRE) program and Workforce Solutions program to serve employers in the Greater Dubuque area.
2. Manage Workforce Solutions staff and Business Retention and Expansion staff to meet the standards of performance as set by the President & CEO, Board of Directors and funding partners.
3. Review, evaluate and manage Greater Dubuque Development's InfoAction and HR Action annual survey programs, including developing summaries,

reports, and follow-up actions and programs. Work with Greater Dubuque Development staff and community partners to analyze and translate program data into usable information that can be utilized by regional employers.

4. Work with the Greater Dubuque Development staff, existing businesses leaders, and Human Resources professionals as needed to assist in troubleshooting business services related issues. Develop a thorough knowledge of all features and benefits of Greater Dubuque's Business Services programs to provide customer service and direct assistance and resolution of issues to employers and partners.
5. Through continual assessment for all available data, maintain a thorough understanding of the Greater Dubuque area's business and workforce environment and act as the spokesperson for all business services related issues. Communicate key information to staff, board members, investors, partners, city council members and media.
6. In partnership with other Greater Dubuque Development staff, lead development of prospect proposals and present findings to company representatives as assigned.
7. Host relevant public events annually to inform investors and partners of all business services activities.
8. In cooperation with the President & CEO, develop and monitor Business Services budgets, including workforce and business, retention, and expansion budgets.
9. Provide leadership and oversight for all Dubuque Works activities. Responsible for shaping the group's strategic vision, developing a structure for execution, and communicating with funding partners to gain feedback and report progress.
10. Facilitate monthly Greater Dubuque Development and Telegraph Herald partner staff meetings regarding AccessDubuqueJobs.com services and vision.
11. Lead Greater Dubuque Development's Future Leadership Team, including communication, meeting planning and quarterly meeting facilitation.
12. Serve on relevant external boards and committees and participate in and/or facilitate regular meetings with Greater Dubuque Development Business Services partners.
13. Understand state, federal, local policy as it relates to Business Services efforts, and act as the liaison to other core partnerships, including City Council, County Board of Supervisors, Travel Dubuque, Dubuque Area Chamber of Commerce, Dubuque Main Street, etc.
14. Lead Greater Dubuque Development's diversity, equity and inclusion strategy, including participation in Inclusive Dubuque network activities.
15. Work with the Greater Dubuque staff to positively promote the Greater Dubuque area to all who have an interest in the community, including but not limited to business prospects, existing employers, job seekers and prospective residents.
16. Complete all other duties as assigned by the President & CEO and Board of Directors including responsibilities as assigned for new business marketing and recruitment.

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

Education/Experience:

- 4 year degree and 5-10 years' experience in economic development, communications, analytics, marketing, management, sales, human resources; or an equivalent combination of education and experience. CED designation is preferred
- Working knowledge of Microsoft Office Suite
- Experience leading teams, managing projects, and making presentations

Language Skills:

- Superb oral and written skills in order to communicate information and ideas.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public

groups, and/or boards of directors.

- Ability to write reports, business correspondence, and articles.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

- Ability to use logic and identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Travel:

- Less than 10% travel time expected. Travel may be required depending on essential business needs and may involve occasional overnight stays.

Certificates, Licenses, Registrations:

- Valid driver's license

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately greater than 2/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling – Approximately less than 1/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Weight lifted/Force exerted – An average of less than 20 pounds, less than 1/3, of on-the-job time, non-continuously.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Environmental: There is little to no exposure to hazardous environmental conditions.

- Noise – Moderate; business office with computers and printers, light traffic
- Outdoor weather conditions – Approximately less than 1/3 of on-the-job time.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Please direct resume, references and questions to Clark Smith, Smart Solutions Group. clarksmith@smartsolutionsgroup.net 515-314-9755

Smart Solutions Group specializes in the business of Economic Development since 2001! As experienced economic development practitioners and business managers with over 70 years of combined work experience, we have an understanding of the challenges faced by community, county, regional and state development organizations and offer a range of services to address an array of needs. Through our consensus-building planning processes, we provide insights, direction and smart solutions.

We offer a full line of community and economic development services including:

- Strategic Business Plans
- Developed, designed and built a Project Tracking/CRM for Economic Development Organizations called ED Lead Tracker
www.edleadtracker.com
- Organizational and Operational Assessments, BEST PRACTICES
- Regional Collaborative Organizational Structuring and Strategy Development
- Asset Mapping/Product Assessments and Product Improvement Plans
- Target Growth and Development Opportunity Identification
- Business, Workforce and Tourism Development and Marketing Plans
- Workforce Skills Assessments
- Place Branding Strategy including Position-Driven Themeline, Key Messaging and Brand Design/Logo Development
- Collateral Material, Social Media Marketing and Website Development
- Economic Development Sales Training
- Provide Interim Economic Development Staffing
- Recruit Economic Development Positions
- Site Selection
- Specialized Services to Address Specific Needs
- All services are customized to best meet each client's needs and can be packaged to deliver a comprehensive strategy cost efficiently.



ED Lead Tracker

Smart Solutions Group, Inc.
clarksmith@smartsolutionsgroup.net

This email was sent to {{ contact.EMAIL }}
You received this email because you are registered with Smart Solutions Group

[Unsubscribe here](#)



© 2020 Smart Solutions Group