



President & CEO Position Summary

The Greater Clinton Partners for Growth (Grow Clinton), a 501(c)(6) non-profit community and economic development organization, is looking for an energetic visionary with demonstrated leadership skills to grow the organization and the municipalities/counties which we serve. The President /CEO position is a new position that will guide the new Grow Clinton organization, which has been formed as a result of the consolidation of the Clinton Regional Development Corporation, the Clinton Area Chamber of Commerce and the Clinton Area Convention and Visitors Bureau.

The following is an overview of the position:

- The President shall be the Chief Executive Officer (CEO) of the Greater Clinton Partners for Growth for the full range of its activities.
- The President & CEO shall provide leadership to the organization and the communities to develop and deliver programs that support business growth and enhance the region's vitality while promoting our core values.
- The President & CEO shall serve as Secretary of the Corporation and the Board of Directors.
- The President & CEO shall serve as an advisor to the Chair and Chair-Elect on program planning, assemble information and data, and prepare special reports directed by the Strategic Plan of Grow Clinton.
- The President & CEO shall be a non-voting member of the Board of Directors, the Executive Committee, and all other committees and task forces.

Key Responsibilities

- Position Grow Clinton as a leading force for progress in the Clinton Region by building partnerships with county, city, state, school, post-secondary educational institutions, utilities, elected officials, strategic partners, and stakeholders.
- Provide leadership in developing Grow Clinton's multi-year strategic and annual business plans.
- Strengthen Grow Clinton by enhancing membership investment, engaging the membership, developing key strategic initiatives, and providing the resources to support them.
- Manage the organization's operations, including overseeing the management of budgets and finances, staff, Board of Directors and volunteers, and implementation of Grow Clinton's strategic and business plans.
- Identify community needs and develop programs designed to meet goals.
- Motivate staff and volunteers to accomplish organizational activities.
- With the assistance of the committee chairpersons, the President shall be responsible for administering the strategic plan per the policies and regulations of the Board of Directors.
- Coordinating with the Board of Directors and associated committees, the President shall manage all financial activities of Grow Clinton, including affiliated organizations and special funds. Prepare an annual operating budget, subject to the approval of the Board of Directors. Monitor income and all expenditures within approved budget allocation. Prepare periodic financial reports for the Board, Arrange for an annual audit to review financial information, and prepare a yearly report for Greater Clinton Partners for Growth.
- Hire and discharge staff members when necessary. Lead and provide training to staff and assign work responsibilities to appropriate staff members and provide staff training programs. Evaluate team for efficiency and performance annually, including salary reviews and fringe benefit packages.
- Meet regularly with the Board of Directors to advise on the progress of the strategic plan, community and organization issues. Maintain accurate records of these meetings and actions taken. Assist the Board in formulating policy and interpreting board policy to the staff, committees, and community as appropriate.
- To serve as the Chief Official Spokesperson of Grow Clinton.
- Fulfill all the legal obligations of Greater Clinton Partners for Growth per the bylaws and all applicable federal, state, and local laws.
- All other duties as assigned by the Board of Directors

Major Initiatives

- In concert with strategic partners, support the development of a community vision plan to guide economic and community development efforts.
- Establish close working relationships with city and county governments and strengthen local government.
- Strong focus on Business Retention and Expansion
- Emphasis on business attraction and recruitment
- Develop programs that support workforce development
- Have a defined process that supports entrepreneurship
- Support community development initiatives that enhance the quality of life and livability of the Clinton area (housing, amenities, gateway corridors, educational institutions)
- Actively support the revitalization of crucial gateway corridors and business districts by ensuring sound planning and aggressive implementation.
- Develop increasing tourism through effective marketing and sales efforts.
- Strengthen Grow Clinton by growing the number of investors and members, engaging them, and developing more revenue supporting Grow Clinton programs and initiatives.

Experience

- Leadership and strong people skills in medium to small Mid-West communities
- 3-5 years of experience and/or a successful track record of accomplishment with Economic Development and/or Chamber organizations.
- Bachelor's Degree in a related field or equivalent experience
- Passion for improving the economic viability of the community
- A record of developing thriving community and economic development strategies
- Experience with successful business recruitment, retention, expansion, creation efforts
- Developing workforce development programs
- Successful membership investment development and fund-raising initiatives

- Knowledge of city, county, state, and federal legislative processes and public-private funding partnerships and issues that affect the region and state
- Familiarity and understanding of transportation issues
- Experience with successful business recruitment, retention, expansion, creation efforts
- Demonstrated ability to manage finances and human resources (hiring, firing, development/training, compensation, and performance appraisals)
- Record of successfully managing Board of Directors, volunteer committees, and task-forces
- Knowledge and ability to successfully support the marketing, sales efforts of a Convention & Visitors Bureau (CVB)
- Ability to develop strategic planning, goals setting, action plans, budgeting, staffing plans
- Previous experience constructively working with quality-of-life issues (i.e., schools and beautification projects)

Salary/Bonus/Benefits

- \$100,000-\$140,000 annually
- Paid time off and bonus opportunities are available
- Insurance and benefits in addition to salary

Confidentiality and Equality Statement

We fully respect the need for confidentiality of the information supplied by interested parties. We assure them that their background and interest will not be discussed with anyone without prior consent, nor will reference contacts be made until mutual interest has been established.

Greater Clinton Partners for Growth firmly represents the principles and philosophy of equal opportunity for all individuals regardless of race, sex, creed, disability, or national origin.

Interested individuals can submit resume and cover letter to: Bob Henningsen @ Smart Solutions Group, via e-mail at bob@smartsolutionsgroup.net. Any questions feel free to contact Bob @ 515-238-2697

