



Our Mission - Create and promote an environment for Economic Development

Executive Director of the Washington Economic Development Group (WEDG) Washington County, Iowa

Job Description

Reports to: President of the WEDG Board of Directors

Position Summary: The Executive Director of WEDG is the Chief Executive Officer of the organization. Reporting to the President of the Board and the Executive Committee, the Executive Director is responsible for leading, coordinating and implementing all economic development activities and initiatives included in the annual WEDG business plan for the Washington County area.

In this role, areas of responsibility include organizational planning; internal and external communications; relations with partner organizations (including local, state, and federal government); operational and fiscal management; planning and implementing marketing programs; and developing, maintaining and cultivating relationships with existing businesses, private sector business leaders and key regional economic development allies. In addition, the Executive Director will provide coordination, support and leadership on housing, childcare and workforce initiatives.

Key Responsibilities:

- Coordinate the development and implementation of the annual strategic operations plans for WEDG overall. Develop and implement annual action plans, with proposed measures of success to accomplish the operating plan objectives. Institute a process that communicates progress to the Board on the plan and encourages regular feedback. Also, serve as a key spokesperson for WEDG with the media, at events and with other key audiences.
- Coordinate plans and provide leadership for all WEDG activities, including organizing, participating in, and providing leadership for WEDG committees, as applicable.
- Coordinate and implement a BRE (Business Retention and Expansion) program that includes systematic contact efforts, trend identification and annual recognition event.
- Provide support and leadership, when necessary, to implement the housing and childcare strategy and collaborative efforts with manufacturers on workforce development.

- Work to maintain strong relationships with key development officials and staff in the Corridor region and participate in relevant networking functions to keep a strong WEDG presence in the region.
- Work to identify target industry groups and develop marketing and sales initiatives focused on the targets and lead ongoing attraction efforts for WEDG. Act as the primary contact for new business considering the Washington County area.
- Work proactively with the leadership in all Washington County communities to communicate the efforts of WEDG and assist, as needed, local partners to strengthen their organizational capacity to address local priorities.
- Act as fiscal officer of WEDG and in conjunction with the Executive Committee, the Executive Director will develop an ongoing strategy to ensure the financial stability of the organization. This may include planning a multi-year WEDG investment campaign.

Qualifications

- BA/BS Degree plus 3-5 years' experience in economic development or related field. Additional related training or certifications desirable.
- Knowledge of and experience in non-profit management of economic development organizations and economic development programs or related organizations or programs.
- Graduate of an accredited economic development program would be a positive consideration.
- Proven track record of working and winning new business locations and assisting existing businesses would be considered a positive.
- Strong analytical, organizational, financial, 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 communication skills.
- Ability to plan, assign, and manage the work of volunteer boards and committees.
- Valid driver's license, and ability to insure.
- Ability to work with business, 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 juggle multiple tasks.
- Ability to appropriately handle confidential information.
- Ability to deal with problems and make sound decisions.

Competitive salary with excellent benefit package that includes city health insurance and IPERS.

Please submit your cover letter, resume with references to Bob Henningsen by email only, bob@smartsolutionsgroup.net, or call 515-238-2697.

Please feel free to call or email Bob with any questions. Smart Solutions Group is a full- service economic development consulting firm. We are conducting the executive search for this position.

