



## Wall Economic Development Executive Director Job Description

The Wall Economic Development Corporation Executive Director is responsible for furthering the mission and vision of the Wall Economic Development Corporation.

**Vision:** Continue to be a dynamic community that future generations can call home

**Mission:** Be a catalyst to encourage, facilitate and empower community members to generate dynamic growth in our community

### DEFINITION

- Under general direction of the WEDC Board of Directors, Mayor, and City Council
- Plans, organizes, implements, and provides oversight to accomplish the tasks outlined in the WEDC Strategic Plan including, but not limited to capital and organizational growth, housing development, business retention and expansion, business creation and attraction
- Performs a variety of responsible administrative, professional, and technical tasks
- Interfaces with the Wall-Badlands Area Chamber of Commerce, local businesses and various City departments and staff
- Is a leader and community representative at the local, regional, state, and federal levels

### Duties and Responsibilities

- Manage the Wall Economic Development Corporation, 501 (c) 6 nonprofit organization by providing overall direction, leadership and coordination of the corporation, implementation of the strategic plan, preparation for monthly meetings, and maintenance of the organization's nonprofit status
- Submit annual reports to the South Dakota Secretary of State and Internal Revenue Service
- Prepare for monthly board meetings or special meetings with agenda, past minutes, records of work tasks performed over the last month, financial statement including profit and loss statement, net worth and register report as well as an updated accounts receivable.
- Oversee all projects of WEDC and update the board monthly.
- Understand that all information obtained or received by the executive director will be held in the strictest confidence and will not release any information to anyone but the WEDC Board of Directors or to whom the board authorizes the release of this information.
- Keep records of contacts made, meetings attended, and all work performed daily. The executive director will submit a weekly update to the board as well as monthly goals at each regular monthly board meetings.
- Assist in retention and expansion of existing businesses and industry.
- Assist in recruitment and establishment of new businesses, industry and citizens to the City of Wall and its surrounding area.
- Improve the economics of the City of Wall and its surrounding area to increase employment opportunities and growth.
- Meet with every business owner/manager in Wall on a yearly basis and follow up on businesses who need assistance on future projects or tasks.
- Do a bi-yearly land inventory for available property and building for commercial, industry, business, or residential uses.
- Assist in establishing business plans for established businesses and prospective businesses/industry.
- Assist in loan applications and write grants for prospective businesses on expansion, retention, and new establishments.
- Maintain a revolving Loan Fund.
- Be the liaison between the general contractors and Economic Development Corporation for any construction projects and keeping the board abreast of ongoing costs and change orders.

- Attend city council meetings monthly to inform the council on development action and goals.
- Attend Wall District School Board meetings on a semiannual basis.
- Write news articles to the Pennington County Courant.
- Stay in contact with The Governor’s office of Economic Development, Ellsworth Airforce Base, and Badlands National Park on a regular basis. Attend conferences and meetings that may educate and/or assist an executive director.
- Contact state legislators, governor, US senators and representative to keep them abreast of Wall’s needs and actions.
- Keep a good working relationship with local lending/banking institutions and low interest lending agencies such as First Interstate Bank, Black Hills Credit Union, Rural Development, SD Government Block Grants, and GOED.
- Travel at a moment’s notice to obtain new businesses/industry and for prospective opportunities as well as obtaining grant and loan opportunities.
- The executive director will submit a voucher for meals and mileage and will be reimbursed at the South Dakota state rate unless prior authorization by the board.
- Be visible to the community as a leader and supporter of the community events. Volunteer to speak at various clubs and organizations concerning himself/herself and Economic Development Corporation.
- Assist in the promotion for the City of Wall and Wall Badlands Chamber public relations.
- Perform such additional acts or duties as the WEDC Board shall assign. This job description and the routine tasks listed above are not all inclusive.
- Keep website up to date and work with the company who maintains WED website.
- Maintain and keep organizational bylaws updated.
- Checks for the participants of Relocation program (Board Committees-Workforce Committee-Worker relocation program folder). Before sending a check, you need to check with the business and make sure participant is still employed and the business is a current member. If not, take them off the list. Work with Carolynn on that.
- Other duties assigned.

### **Qualifications/Skills:**

#### **Education and/or Experiences:**

A combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance will be considered. Must have a High School Diploma. A Bachelor’s Degree in public/business administration, planning & zoning, economics, marketing, public relations, finance or related field preferred. Experience in economic development, community development, redevelopment, finance and/or nonprofit management activities in the public or private sector in the State of South Dakota preferred.

#### **Knowledge, Skills and Abilities:**

Ability to oversee and manage the operations, services, and activities of the economic development corporation; use sound judgment; present written and oral reports; prepare clear and concise reports; identify problems and alternative solutions; research, analyze and evaluate new methods and techniques: ability to be quick to react and adapt to change, and interpret and apply laws and regulations. Must be able to use Microsoft Word, Excel, PowerPoint, and email. Must be able to prepare marketing materials for use in advertising events. Must be able to keep confidential information. Must have excellent public relations and networking skills. Must be able to follow instructions and work with minimal to moderate supervision.

#### **Special Requirements:**

- Possession of or ability to obtain an appropriate South Dakota driver’s license with a satisfactory driving record
- Physical ability for sitting, walking, manual dexterity, clear speech-complex, clear seeing and driving

- Ability to work alone, with others, around others, verbal, face-to-face and telephone contact
- Complex reading and writing skills as well as analyzing, perception/comprehension, judgment and decision making
- Ability to work with those who may have differing opinions and maintain cooperative working relationships
- Proficient in use of a telephone, computer software, keyboards, calculator, photocopiers, and fax machine