

Executive Director

Job Description

Grant County Development Corporation

Position Summary:

Works ethically and effectively to provide leadership for the GCDC in its mission of increasing economic growth in Milbank, and Grant County, South Dakota. The position prepares a program of work to meet the organization's goals. The Executive Director is responsible for organizational procedures, motivation of volunteers, budgetary issues, planning and maintenance of appropriate databases.

Reports To: Board of Directors, Grant County Development Corporation (GCDC)

I. Essential Duties and Responsibilities as they pertain to GCDC

- Maintains local office including files, records, applications, budgets and similar materials.
- Prepares and distributes the monthly agenda including unfinished business, new business, supporting information and recommendations.
- Creates official minutes after each meeting of the full board, or of the executive committee,
 - for consideration and approval at the next regular meeting of the board.
- Monitors and ensures the Mission, goals and objectives of GCDC are met.
- Maintains databases and other tools on economic information.
- Knowledge and Experience in the use of Microsoft Suite including Access, Word, Excel, and Power Point.
- Manages all Social Media communication, Web page, Facebook and Instagram

- Supervises and coordinates special events, functions and programs including hosting business prospects and VIPs to the community and region.
- Participates in and recommends strategic planning work for GCDC.
- Develops action plans and proposals to RFI/RFPs and provides feedback on them.
- Promotes, negotiates, and develops the industrial park lease agreements
- Seeks supporting revenue sources for the GCDC
- Knowledge and Experience in Grant writing for GCDC and other Local Area Organizations
- Obtain a South Dakota Non-profit Money lenders License (SD Dept. of Revenue and Regulation)
- Other duties as assigned by the GCDC board.

II. Essential Duties and Responsibilities as they pertain to Milbank and Grant County

- Work closely with local businesses, organizations, the Milbank Chamber of Commerce, Milbank City Council, Grant County Commissioners and the Media for the purpose of advancing Economic Development activities in Grant County
- Seek out new business prospects, provide professional and technical advice that will encourage residency in Grant County and assist with the expansion of existing local businesses.
- Assist new and existing businesses in obtaining financing for development activities.

III. Essential Duties and Responsibilities as they pertain to Outside Related Organizations

- Attends Instate Conferences
 - Governors' Conference on Economic Development
 - SD Housing Conference
 - NE Regional Developers
- Becomes a member of the following Organizations
 - Mid-America Economic Development Council
 - Dakota Resources
 - Advantage South Dakota

IV. Qualifications:

A bachelor's degree and/or equivalent experience and training necessary to carry out economic development in a rural community and surrounding areas. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Executive Director, GCDC Date