

WATERTOWN DEVELOPMENT COMPANY (WDC)
POSITION DESCRIPTION

EXECUTIVE DIRECTOR

Reports To: The Board of Directors and serves at the pleasure of the board members

Supervises: All WDC staff

FLSA: Exempt

WDC MISSION AND VISION:

Mission: The Watertown Development Company (WDC) is organized as a private, investor-based, non-profit economic development corporation for the purpose of establishing, funding, and directing programs designed to promote and increase the commercial, financial, and economic vitality of the City of Watertown and its citizens.

Vision: WDC will be recognized as a catalyst for community development. We are dedicated to building a strong economy and improving the quality of life in Watertown and Codington County.

PURPOSE OF THE POSITION:

The Executive Director of the organization is responsible for the successful implementation of broad economic development programs that facilitate the creation of jobs, quality housing and economic growth throughout Watertown.

ESSENTIAL JOB FUNCTIONS:

1. **Lead the development of strategies and business plans that enable WDC to meet its mission, strategic goals and objectives**
 - a. In conjunction with Board direction, develop a clear and actionable strategic plan to meet WDC's vision of being recognized as the catalyst for community development.
 - b. Demonstrate the ability to foster services, educate, eliminate barriers and achieve results to build alliances with clients, community leaders, investors, partners and Board members.
 - c. Utilize an entrepreneurial spirit and desire to provide quality, value added services to businesses, government, partners and the communities.
 - d. Encourage creativity and innovation to develop and execute WDC's short and long-range plans.

- e. Develop and implement new programs, policies and procedures as necessary to achieve compliance with laws and new mandates.
- f. Collaboratively and cooperatively work with the City, County, State, Community leaders and external customers; foster external partnerships (locally, regionally and internationally) to further WDC's economic development goals.
- g. Ensure that the operational systems, processes, tools, and structure are in place to deliver projects while advancing strategic goals including growing funding, awareness, participation, and impact of development projects.
- h. Supervise maintenance of administrative records and materials associated with WDC's activities or administration.
- i. Present information and outcomes at the annual investor meeting regarding WDC's performance in accordance to the strategic plan.

2. Ensure the financial health, stability, and sustainability of WDC

- a. Provide financial management, internal controls, and transparent reporting to ensure compliance and maintain/improve the fiscal health of the organization.
- b. Create and execute a diverse fundraising strategy to increase revenue through developing and maintaining strong relationships with investors, donors, funders, and public and private partners across South Dakota.
- c. Direct all financial activities of WDC, including budget preparation and tracking progress while assuring financial integrity.
- d. Demonstrate the ability to plan, coordinate, lead and monitor complex projects, prepare work plans, develop protocols and standards and define and measure results. Lead planning activities and assist Board members, staff and clients in problem solving and analysis.
- e. Seek resource opportunities to support WDC's operations, services and facilities through collaborations, fundraising, grants and other available programs.

3. Provide management and direction to staff

- a. Proactively monitor the efficiency and effectiveness of the organization while identifying opportunities for improvement.
- b. Recruit talented people and maintain a team environment while providing opportunities for employee development.
- c. Provide regular feedback to staff through observation.
- d. Ensure staff have the knowledge, skills, and abilities needed to fulfill their job responsibilities and provide training and learning opportunities as appropriate.
- e. Set the vision, conduct performance evaluations, motivate, coach and counsel; hold employees accountable for employee performance and results.

4. Actively demonstrate behaviors that support the mission, vision and values of WDC.

- a. Engage a diverse and effective Board of Directors, optimally leverage their strengths to advance the mission, and provide the tools and transparency necessary for effective governance of the organization.

- b. Use creative outreach solutions to effectively engage stakeholders across the community. Support a culture of excellence through public speaking, storytelling, inspiring supporters, and celebrating the accomplishments and impact of existing and potential WDC projects and partnerships.
- c. Cultivate and foster an inclusive culture for all stakeholders that supports and celebrates personal and professional growth, success, and diverse contributions across the community.
- d. Evaluate potential projects, programs and services to determine feasibility and impact on the organization and community area as well as organization operations. Make recommendations to the WDC Board.
- e. Research and prepare technical advice and information for the Board and other Boards, committees as needed. Attend meetings as required.

POSITION KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state and local economic development programs, its processes, implementations and best practices.
- Proven track record of Economic Development, partnering and fundraising success.
- Experience envisioning, initiating, managing, and completing projects.
- Ability to communicate effectively and diplomatically, both orally and in writing.
- Possess the ability to respond to concerns, issues, complaints and questions from a variety of internal and external stakeholders; diffuse hostile situations and manage conflict appropriately.
- Ability to engage and educate community stakeholders in the vision of the organization.
- Ability to stay current on trends in economic development.
- Knowledge of real estate development and laws, including acquisition and disposition.
- Demonstrates strong analytical and decision-making skills.
- The ability to conduct research and produce timely, accurate and easily understood reports and correspondence to ensure proper communication with the intended audience.
- Knowledge of financial statements and financial reporting practices and the ability to interpret and communicate them.
- Ability to organize and delegate responsibility, evaluate performance, and conduct thorough administrative review and control procedures.
- Ability to demonstrate a commitment to provide and require excellent customer service through cooperative team and individual efforts.
- Provides collaborative and supportive leadership style
- The ability to use a full range of modern job-related equipment, computer hardware and software applications. Apply these skills in accomplishing work-related tasks.

EDUCATION AND EXPERIENCE:

1. Five or more years of professional experience in economic development, community development, planning, finance, business development, or related field.
2. Considerable business acumen related to TIF, ROI, accounting, development agreements and legal findings.

3. Effective team player with internal drive, strong problem-solving abilities and analytical skills to set up opportunities and seize them.
4. One (1) year supervisory experience.
5. Proven track record of relationship skills with the ability to build consensus among stakeholders.
6. Possession of a valid Driver's license with driving privileges.
7. Preferred: Certification from nationally recognized economic development organizations such as the International Economic Development Council (IEDC) or National Development Council (NDC).
8. Preferred: Bachelor's degree (B.A.) in economic development, public administration, business, finance, planning, or political science, or related programs.
9. An equivalent combination of education and experience will be considered.

This is a full-time position that will occasionally require work outside of normal business hours in the mornings, evenings and on weekends. The position requires extensive contact with other organizations involved in economic development, including the Chamber of Commerce, the Watertown Convention and Visitors Bureau, the City of Watertown, Codington County, area partners as well as existing and prospective businesses. The work environment characteristics and physical demands are representative of those an employee encounters while performing essential functions of this position in an office environment or while traveling.

EQUAL OPPORTUNITY EMPLOYER:

Watertown Development Company (WDC) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA,) the WDC will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.