

POSITION DESCRIPTION

Arrowhead Regional Development Commission

Job Title:	Executive Director
Reports To:	Chairperson of ARDC
Classification:	Executive Director
FLSA Status:	Exempt

JOB SUMMARY: Chief administrative officer of the Arrowhead Regional Development Commission (ARDC), which covers seven counties in northeastern Minnesota. Through a genuine commitment to building vibrant communities & equitable economic ecosystems, the Executive Director performs responsible professional work for the commission. Responsible for overseeing all the fiscal, personnel and office management functions, and the implementation of policies and programs approved by the Commission (in conjunction with each Division's contractual arrangements). Focus on supporting and enhancing economic growth in the region.

Lead the ARDC and the divisions to reduce regional disparities within the seven county Arrowhead Region by devoting resources, both technical and financial, to underdeveloped areas of the region. Support the ARDC Board/Commission in setting the direction for economic and social development in the region through which regional development efforts shall be coordinated and ensure ARDC programs support ARDC's current mission.

Act as a liaison with public officials, agency representatives and community leaders. Supervise ARDC leadership ensuring quality representation in the region. Serve as the lead staff of ARDC-related governmental committees, non-profit boards and other committees as needed. Responsible for ARDC administration, broad communication and strategy development. Participate in Minnesota Association of Development Organizations (MADO) meetings, regional stakeholder meetings and National Association of Development Organizations (NADO).

KEY FUNCTIONS AND RESPONSIBILITIES:

- Provide vision and thoughtful executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission and strategic direction by anticipating and analyzing regional needs, making recommendations to the Commission, and setting clear and obtainable goals and objectives for the agency.
- Establish and maintain relationships with units of local government.
- Direct the implementation of short and long-range goals, objectives, policies, and operating procedures for the agency.
- Provide frequent reports and updates on work projects, staffing and organizational progress to the Commission and Board of Directors.
- Oversee and direct the fiscal, personnel and office management of the Commission, ensuring adequate resources to support ARDC divisional work.
- Design, establish and maintain an organizational structure and staffing to effectively accomplish the goals and objectives of the agency.
- Provide leadership and oversight for ARDC Revolving Loan Fund (RLF) program.

- Oversight of human resource policies and requirements in areas such as compensation, benefits, complaints, hiring, separations, and staff development and training for ongoing legal compliance.
- Provide supervision and leadership for the agency's division directors and operations team.
- Advise the Commission regarding application for federal or state grants or loans made by local units of government and works to expedite the implementation of state and federal programs that are beneficial to the region.
- Prepare, with staff assistance, ARDC's Annual Report to the Government and Legislature and ARDC's Five-Year Assessment.
- Work with and support the Finance Director in preparing the operating budget for approval by the Commission.
- In conjunction with divisional leadership, develop a system to support ARDC compliance.
- Promote divisional priorities including planning and economic development on a regional basis representing ARDC and its interests before various public and private agencies and clients, in focus groups, forums, political events, Advisory Committees and RDC meetings.
- Write proposals for, and secure, funds for projects as appropriate.
- Write reports, working papers or sections of reports as required in work plan and coordinate written information from other staff.
- Present information and study findings to ARDC committees, subcommittees and/or board for review.
- Foster a collaborative working environment, encourage professional development and champion accountability amongst staff, including recognizing positive contributions.
- Provide lead staff support to ARDC Advisory Committees, Subcommittees and special groups as requested.
- Meet/Communicate with key legislators, local officials and local, regional, state and federal contacts to familiarize them with ongoing work and products.
- Monitor regional needs and legislative issues as they relate to all division programs. Develop working rapport and basis for information exchange.
- Lead staff in ARDC Board and Commission meetings, staff meetings, agency strategy efforts and training sessions where appropriate.
- Evaluate organizational products and systems as needed.
- Prepare and oversee ARDC marketing information regarding projects and issues for Annual Reports, newsletters, news releases.
- Ensure and support systems for internal communications and transparency.
- Pursue opportunities for media coverage.
- Give public presentations regarding projects and ARDC.
- Provide leadership, guidance and mentoring to each division through example and sharing of knowledge and skill.
- Pursue professional development and training as needed through further education, seminars, and workshops.
- Maintain standards for quality per ARDC expectations.
- Communicate ARDC expectations, mission, vision and values.
- Other duties as requested by Board/Commission.

POSITION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability and physical demands required, and environmental characteristics encountered. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. This position is contingent on passing a background check.

Education/Experience: Bachelor's degree from four-year college or university, Master's degree preferred, in business, public administration, planning, economic development or related field. Minimum of 6 years of combined economic development and planning experience, experience working with communities, boards, committees and government entities and supervisory experience.

Competencies:

- Knowledge of the organization and function of various units of federal and/or state, regional and local government.
- Knowledge of various public and private grant programs.
- Knowledge of the concepts, practices and dynamics of organizational development and financial management.
- Ability to establish and maintain effective working relationships with officials and employees of all levels of government, members of business, citizen organizations and with the general citizenry of the region.
- Promote a positive organizational image to ensure adequate community representation.
- Professional oral and written communication skills.
- Demonstrated successful facilitation, consensus building and conflict resolution skills.
- Ability to establish priorities and follow through with a course of action for handling multiple tasks, delegating responsibilities, and making timely decisions based on reliable information.
- Demonstrates continuous leadership skills such as integrity, honesty, trustworthiness, respect, and professionalism.
- Ability to organize, motivate and mentor team leaders to build upon the organization's impact, programs to fill its missions and goals.
- Apply innovative thinking and performance measures to analyze and support strategic decision-making.
- Perform management duties ensuring the successful operations of the organization.
- A strategic problem solver capable of dealing with ambiguity and leading change.
- The ability to develop and execute progressive workforce strategies including training, succession planning, retention efforts and organizational strategy.
- Proficient computer skills.

Language Skills: Ability to read, analyze and interpret complex documents such as legislation and government regulations. Ability to respond to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive presentations on controversial or complex topics to top management, public groups/officials, and/or boards of directors.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Physical Demands: The employee is regularly required to talk or hear. The employee is frequently required to move from one place to another, sit, and use hands to finger. The employee must occasionally reach and move up to 25 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: This is a professional office. The noise level in the work environment is usually quiet. Employees could be located in any of the seven NE MN Counties (Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, St. Louis), WI (Douglas County) or close proximity to be able to routinely be in the Duluth, MN office). There are no hazards or unsafe conditions in this environment. Work from home options may be made available in a hybrid model with demonstrated successful performance.

Travel: Valid driver's license is required. Position requires moderate to heavy travel within the state, and minimal to moderate overnight travel, with occasional night meetings.

Work Schedule: Position sometimes requires long and irregular hours under pressure conditions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills requested.

Employee Signature

Date