



## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

### **BASIC FUNCTION**

With a passion for rural Minnesota, take a leadership and coordinating role in cooperation with all of Kandiyohi County and the city of Willmar, Mid-Minnesota Development Commission (MMDC), Willmar Lakes Area Chamber of Commerce (WLACC), Southwest Initiative Foundation (SWIF), other economic development or business development groups within Kandiyohi County, and other private, governmental and educational organizations and agencies, encouraging the retention and expansion of existing businesses and the recruitment of additional businesses to Kandiyohi County. The Executive Director of the Kandiyohi County and City of Willmar Economic Development Commission, doing business as Kandiyohi County Economic Development (KCED), is responsible to lead efforts in retention, expansion and location of businesses in Kandiyohi County.

### **DESIRED SKILLS AND ABILITIES**

1. Economic development background that dovetails with the KCED's goal to increase business retention, expansion, creation and recruitment in Kandiyohi County and possess the ability to realize innovative opportunities that have the potential to dovetail with strengths in the region.
2. Exceptional people and communication skills, including an outgoing personality and listening ability.
3. Ability to build and maintain coalitions and partnerships committed to mutual goals.
4. Ability to get things done and move people forward, including attention to details, recognition and utilization of resources and creation and promotion of strategies.
5. Ability to effectively work with elected officials, volunteers, government and educational agencies, committees and boards and the county's existing business community and businesses that may be considering expansion into Kandiyohi County.
6. Self-starter who regularly seeks out and interacts with businesses, volunteers and agencies.

7. Basic understanding of finance options (private and government) with the ability to access expertise from specialists.
8. Ability and comfort level to contact and market to business prospects within the region, state and nation and establish positive relationships with and market to developers and site selectors.
9. Independent enough to weigh competing advice, weed through biases and make own judgments, including recognizing when board input is appropriate or when legal advice is suggested.
10. Possesses a skill set that compliments the skills of the Business Development Manager and other economic development and planning professionals within the county and the region.

### **DESIRED QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE**

Bachelor's degree in Public Administration, Business, Finance, Economic Development or related field with five years' experience in the effective presentation of technical economic, business and/or industrial information and knowledge of information regarding proposed business expansion or relocation. A combination of education and experience may be considered. Master's degree and/or Certified Economic Developer preferred.

### **SPECIFIC RESPONSIBILITIES**

1. Overall responsibility for leading the organization. This includes representing the KCED in public settings and presenting at board meetings.
2. Act as a "one-stop-shop" and coordinating resource of information for all aspects of economic development, including site and building options, financing, taxation policies, entrepreneurship, business counseling and general information on community facilities and amenities.
3. In partnership with other groups, actively recruit the targeted industries of logistics, warehouse, bioscience, technology, health care, tourists/visitors and value-added agriculture, including the expansion potential associated with each industry, with outreach efforts beyond Kandiyohi County.
4. In recognition that the greatest potential for business growth and expansion will come from within, work with other organizations to actively retain and facilitate expansion of current businesses.

5. On an annual basis, review industries with targeted designation to include businesses that compliment Kandiyohi County's economic base and resources.
6. Provide leadership for a coordinated organization and volunteer network committed to economic development. Provide oversight for the five standing committees.
7. Work closely with business representatives and elected officials in enhancing and maintaining a "business-friendly environment" within Kandiyohi County and its municipalities.
8. Enhance community awareness of the KCED's strategic goals and objectives, activities and accomplishments.
9. With the philosophy that both existing and relocating businesses will have access to the same economic development program incentives, develop and implement financial packages to retain, expand, recruit and/or relocate businesses to Kandiyohi County.
10. In cooperation with other groups and agencies, develop and implement promotional plans/website and materials to facilitate the retention, expansion and/or relocation of businesses in Kandiyohi County.
11. With input from the boards and cooperating organizations, annually evaluate, prepare and implement goals, a work plan and budget for the year.
12. Become knowledgeable and to the extent time permits, network with regional, state and federal partners that provide technical and/or fiscal support to the KCED's economic development efforts.
13. Work with other agencies to access/offer educational opportunities that mirror the KCED's objectives.
14. Prepare recommendations for board consideration of new and/or changes to existing KCED Policies and Procedures.
15. Recognize and communicate with the boards regarding the impact of current or proposed state and federal legislation which is, or has, the potential to negatively impact the economic health of the City of Willmar and Kandiyohi County.
16. Other duties as assigned by the KCED boards.

## **ACCOUNTABILITY**

1. Reports to the KCED boards on a regular basis as required.
2. Supervises other staff and contracted agencies.
3. Prepares an annual budget in accordance with the KCED Policies and Procedures Manual.
4. The KCED boards shall conduct an annual evaluation of the Executive Director and should review accomplishments against goals and objectives established by the Director and boards.
5. The KCED boards shall periodically review the Executive Director's job description.