



Economic Development Council of Buffalo County

PO Box 607; Kearney, Nebraska 68848; 308-237-9346; www.edcbc.com



Economic Development Council of Buffalo County, Inc., a Nebraska Non-Profit 501c(6)

Send Resumes to: EDC of Buffalo County, PO Box 607, Kearney, Nebraska 68848 or careers@edcbc.com

The position is open until filled; however, resumes must be received no later than January 3, 2022.

PRESIDENT – JOB POSTING

About the Economic Development Council of Buffalo County: The Economic Development Council of Buffalo County was formed in 1986 and has worked closely with city, county, and state leaders to make Kearney & Buffalo County more attractive to businesses. The EDC is a non-profit corporation that supports and promotes responsible and sustainable economic development. The Council's board and staff are comprised of a diverse group of management and business professionals. The organization represents a well diverse economy with a mixture of agriculture, medical services, regional retail, tourism, higher education, construction, manufacturing and distribution. Also, Buffalo County continues to be the fastest growing county in greater Nebraska.

Position Description: The president of the organization is responsible for the successful implementation of economic development programs that facilitate the creation of jobs and economic growth throughout the communities of Buffalo County. The President acts as the liaison in maintaining and building key relationships in support of community projects. The president manages all activities, programs, and operations of the EDC in an efficient and effective manner as they relate to the strategic plan.

Primary Responsibilities. These include, but are not limited to:

- **Business Development.** Seeks out opportunities to retain and help existing businesses expand. Recruits new business opportunities that support community objectives.
- **Relationship Development.** Key relationships: Nebraska Department of Economic Development; federal, state, county and city elected officials and leaders; utilities; educational institutions; developers; various community organizations, and the business community.
- **Community and Statewide Engagement.** Speaks at community meetings on issues impacting economic growth. Testifies on legislative bills important to the community.
- **Public Relations.** A visible position in the community. Maintains positive communications and working relations with public and private sector leaders at all times. Attends community events.
- **Community Development.** Helps establish programs to retain and expand the area labor force. Participates on various local and statewide boards and committees. Maintains economic data relevant to the area and sources ad-hoc data as requested. Prepares data for presenters.
- **Programs.** Maintains a working knowledge of available programs and resources within the community. Ensures program compliance.
- **Fundraising.** Responsible for meeting funding and membership objectives.
- **Operations Management.** Staff management, budget management, and organizational compliance.
- **Other Duties:** Housing and workforce development programs; entrepreneurship; revolving loan funds; support of community organizations; tech park marketing; responding to RFIs and strategic planning.

Reports To: The Board of Directors of the Economic Development Council of Buffalo County.



Qualifications:

- Certified Economic Developer (CEd) or Certified Professional Community & Economic Developer (PCED)
- Proven track record of relationship skills with the ability to build consensus among stakeholders.
- Significant business acumen related to ROI, accounting, development agreements, and legal filings.
- Self-starter and independent thinker with strong problem-solving ability and analytical skills.
- Excellent business and communication skills including software proficiency, writing and public speaking.
- Experience reporting to a board of directors in an organization that relies on membership.
- Proven organizational and human resource management experience.
- Proven track record in project management and economic development.

Expectations – President Shall:

- Devote the time he/she, reasonably and in good faith, deems necessary to the business and affairs of the organization, including some evenings and travel. Minimum 40 hours per week.
- Collaborate all aspects of program planning and implementation required to meet the mission, vision and values of the organization.

Required Education/Experience: Bachelor's degree in a related field. Prior experience relative to duties.

Compensation: Salary commensurate on experience. Paid holidays, vacation, with additional benefits negotiable.

Position Location: Kearney, Nebraska

Notice: Applications will be reviewed based on qualifications. The organization will correspond only with applicants it deems to have the necessary qualifications to fill the position. Position description, duties, and compensation can be changed at the discretion of the organization's Board of Directors.

JOB DESCRIPTION - President

Economic Development Council of Buffalo County

Primary Objective: Provide leadership to the Council in the achievement of community, county and economic development goals that result in an increase in primary employment within the county through the expansion of existing primary employers and the location of new industry.

Reports To: Board of Directors

Responsibilities & Activities

Council Leadership: Provide leadership to the Economic Development Council through collaboration with other community development organizations, the Nebraska Department of Economic Development the community governing body and any other organizations necessary.

Community Development: Focus on future and sustainable growth in the areas of education, infrastructure, quality of life, industrial site development, technology access and upgrade, and workforce development reflective of community and county needs.

Finance: Identify and assess funding opportunities for both economic/community development opportunities and challenges and organizational growth, ensuring the viability of the organization, supporting sustainable growth within the community.

Business Retention and Expansion: Identify issues and opportunities relative to existing businesses, their sustainability and expansion, formulating plans to address them.

Communication/Marketing and Sales: Build support, both internally and externally, for the organization. Develop a well-defined strategy for marketing the community to primary prospects. Work with prospects to attract their investment and location to our area. Work closely with the staff and boards of partnering entities. Provide activity status reports to the Board of Directors as requested/necessary.

Analysis: Assess the strengths and weaknesses of the community and area economy on an annual basis. Develop long & short-term strategies that will capitalize on the strengths and eliminate or reduce the weaknesses.

Community Engagement: Assume an active role in organizations, institutions and activities available within the community.

Key Tasks and Abilities

The President must be able to perform or manage the following tasks:

- I. **Planning:** Develop a strategy, defining long and short-term objectives of the organization, setting priorities for resources, anticipating obstacles, formulating and adjusting policies, and revising planning efforts as necessary.

- II. Decision Making: Demonstrated self-motivation and initiative with the ability to work with the Board of Directors, as needed, to make judgments on disputed issues, decisions under time pressures reflecting adequate evaluation and consultation with others, resulting in positive impacts on the community and the welfare of our residents.
- III. Marketing: Develop strategic and proactive plans annually that positively present the community. Proactively present the community, location opportunities and the area's economic benefits to existing and prospective employers. Make strategic contact with existing and prospective employers within and outside the community in order to assist in their decision-making relative to location, relocation and/or expansion.
- IV. Relationship Building/Public Relations: Officiate at public ceremonies and other venues, informing the general public, speaking publicly, representing the Organization at trade shows and similar events, establishing rapport with new contacts, and a network of allies, working closely with the Board of Directors, staff and members of local organizations and agencies.
- V. Written Communications: Prepare written reports and other documents as necessary in a timely and easily understandable fashion. Write for the public audience, creating interest in the Council and its efforts; prepare an annual report for dissemination to the partners and public; prepare or facilitate formal correspondence.
- VI. General Administration and Budget Preparation: Provide necessary leadership to ensure that the Council is managed in an efficient and effective manner; draft for consideration and then administer the approved annual budget.
- VII. Information Management: Prepare, summarize and/or analyze statistical and narrative information; estimate risks of alternative courses of action; prepare cost and time estimates; capture and communicate complex numerical data in a business context; and edit and integrate written material.
- VIII. Cooperating/ Acting as a Liaison: Assist partner organizations in achieving goal; promote cooperation among partner organizations and others, particularly on a regional basis; act as a liaison with other organizations such as the Nebraska Department of Economic Development; and work with Board of Directors in keeping partner organizations and local government officials and legislative bodies duly informed of general activities of the Council.
- IX. Influencing/Advising: Advise the Board of Directors on policies, activities, and points of procedure making an effective case for action.
- X. Evaluating: Assess the feasibility of proposed economic development projects; monitor progress of projects and check adherence to schedules; evaluate written reports, numerical data, and project costs; identify problems and suggest new ideas and alternative approaches and solutions to challenges; assess the probability of success and course of action, evaluating alternative methods.

Candidate Evaluation Criteria:

Critical to the success of the Economic Development Council is a President who has the relevant educational and career background to meet community and Board expectations. For a candidate to be successful in assuming the role of President, the following criteria will be taken into consideration:

- A Bachelor's or advanced degree in a relevant field of study.
- Certified Economic Developer (CEd) or Professional Community & Economic Developer (PCED).
- A minimum of 10 years' experience in community and economic development in a senior management position.
- Employment in a private sector economic development environment.
- A record of success in economic development projects.
- Political astuteness and knowledge of state and federal economic/community development agencies and programs.
- Understanding of and experience with a multi-partner, "matrix" organization.
- History of involvement in the community through civic clubs, non-profit agencies, etc.
- Hands-on knowledge of current communications and technology applications.
- Excellent interpersonal and group facilitation skills.
- Job and personal satisfaction derived from employment in a position such as this in a community with the quality-of-life opportunities available in our area.