



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

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.

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 will act as the liaison in maintaining and building key relationships to build support for 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, and to recruit 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. Testify on legislative bills important to the community.
- **Public Relations.** A visible position in the community, maintains positive communications and positive 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:

- 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 and vacation, no other benefits.

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.