

POSITION DESCRIPTION

Executive Director for Clear Lake Area Development

1. Background Information on Clear Lake Area Development Non-Profit Corporation

Clear Lake Area Development ("CLAD") is a newly founded non-profit corporation headquartered in Clear Lake, South Dakota, focused on economic development throughout Deuel County, South Dakota. We are organized exclusively for charitable and educational purposes to promote social welfare and civic betterment, improve communities as a whole, combat community deterioration, further economic development, promote growth in business and housing, and enhance the quality of life for residents in Deuel County, South Dakota. Our Board of Directors consists of seven voting members. The board also formally recognizes advisors from the County of Deuel, City of Clear Lake, and Clear Lake Chamber of Commerce. The Board makes important policy decisions and establishes goals for the organization. The Board delegates authority to the Executive Director to facilitate its policy decisions and goals.

2. Nature of Position

The position of Executive Director is a full-time, at will employment position that carries executive level management responsibilities and reports directly to the CLAD Board. This position is newly created to serve the varied needs of the newly founded non-profit corporation and to assist the newly created Board in defining and carrying out short and long-term goals; as well as manage operational activities and supervise staff, all under the direction of the Board.

3. RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

The Executive Director is responsible for performing the following activities under the direction and guidance of the CLAD Board:

1. Create and carry out business and marketing plans for the Clear Lake Area Development non-profit entity as delegated by the Board of Directors
2. Facilitate budgeting, bookkeeping, fund raising, research, and grant writing
3. Facilitate open communication with surrounding communities and new and existing businesses to seek out economic development opportunities.

4. Coordinate with area economic development groups, including NECOG and any other organizations that may benefit Clear Lake Area Development.
5. Explore and assist in defining specific local and regional needs.
6. Keep complete and accurate records of all activities pertaining to Clear Lake Area Development
7. Oversee all projects of the Clear Lake Area Development and update the Board monthly.
8. Maintain fiscal integrity for the organization through budgets, financial statements, accurate bookkeeping, and reports.
9. Facilitate the development of vision and mission statements for the organization.
10. Create and present reports and proposals on all activities to the CLAD Board.
11. Establish and maintain effective relationships with city, county, and state officials; business owners and managers; financial agents; and the general public.
12. Plan and facilitate all Board meetings and activities, including preparation of materials and meeting minutes, as well as other meeting-related record keeping and communications.
13. Meet with every business owner/manager in Clear Lake and the surrounding area on a yearly basis and follow up on a business who need assistance on future projects or tasks.
14. Assist in establishing business plans for established businesses and prospective businesses/industry.
15. Attend city council and county board meetings monthly to provide information on CLAD activities.
16. Prepare and keep up-to-date inventory of available property and building for commercial, industry, business, or residential use.
17. Follow up on all economic development leads identified by the Board.
18. Be a spokesperson for the Clear Lake Area Development, the City of Clear Lake, and Deuel County, as directed.
19. Document your daily work activities including keeping records of contacts and meetings attended.
20. Attend meetings of the Board and meetings with other organizations during evening and weekend hours.
21. Bottom Third: Direct and supervise additional professional, technical, and administrative staff and assist in recruitment and hiring of these positions.
22. Perform work in an office and conference setting involving operation of computerized office equipment and viewing a computer screen up to four hours daily.
23. Travel occasionally, by car and airplane, throughout the state and neighboring states, as well as to national conferences and meetings as occasionally requested by the Board.
24. Set up and maintain business office, including light lifting and carrying of boxes, office equipment, and supplies of up to 25 pounds.
25. Perform all other activities requested and/or delegated by the authority of the Board and its Officers

[continued on next page]

4. QUALIFICATIONS

MINIMUM QUALIFICATIONS:

- a. ONE OF THE FOLLOWING THREE:
 1. 4 years of professional-level experience in community or economic development, public administration, business administration, marketing or related field
OR
 2. 4-year degree in public administration, business administration, marketing, or related field
OR
 3. a combination of the above-described education and experience totaling 4 years
- b. Knowledge of the principles and practices of economic development and local government
- c. Familiarity with budgeting, finance, and tax reporting
- d. Proficient using mainstream software products including word processing, spreadsheets, and accounting software

PREFERRED QUALIFICATIONS:

- a. Advanced degree in public administration, business administration, or marketing
- b. Over 4 years of professional-level experience in community or economic development, public administration, business administration, marketing, or related field
- c. Experience and understanding of implementing the principles and practices of economic development in a small, rural community
- d. Knowledge of Deuel County
- e. Passion for seeing small communities thrive
- f. Experience fundraising for non-profit organizations
- g. Experience in creating and managing business and/or marketing plans; creating and managing financial budgets; accounting or bookkeeping and payroll; accounting software usage
- h. Additional years of demonstrated experience establishing and maintaining business relationships with external entities, advisors, and/or business partners
- i. Experience providing content to organizational web sites and social media
- j. Experience researching, writing, and managing grants
- k. Experience making presentations, speaking at events, and participating in media interviews
- l. Strong organizational skills and ability to manage multiple project
- m. Excellent speaking, writing, and presentation skills
- n. Strong problem-solving skills
- o. Fluent in English
- p. Valid driver's license
- q. Resident of Deuel County within 6 months of hire date

5. Compensation & Benefits

- \$45,000 year
- Flexible four-day work week (minimum 40 hours/week documented with timesheet)
- Personal Time Off accruing at 2 hours per week following successful probation period

6. How to Apply

Please send a cover letter describing your interest with a resume, postmarked by Wednesday, March 23, 2022, to:

Clear Lake Area Development Corporation
P.O. Box 831
Clear Lake, SD 57226

or hand deliver to the Office of the City of Clear Lake, 1215 3RD Ave S, Clear Lake, SD 57226 (605-874-2121) by end of business on Wednesday, March 23, 2022.

PLEASE DO NOT include photographs or references to social media accounts.

Clear Lake Area Development is an Equal Opportunity Employer.