

Sun Valley Economic Development Corp

Executive Director Job Description

Sun Valley Economic Development Corporation, Blaine County, Idaho

Organization

Sun Valley Economic Development (SVED) is a 501c6 not-for-profit corporation whose mission is to create a thriving, diversified, year-round economy in Blaine County by leveraging public and private resources.

SVED was formed Jan. 2010 as the countywide entity with the legal authority to implement the *GoBlaine!* strategy. SVED serves the community by promoting and developing projects that meet with this mission, while respecting the communities' core values and enhancing the general quality of life

Purpose of the Job

The Executive Director will lead the organization by developing and implementing strategies, programs, work-plans and projects that support SVED's mission. The Executive Director works for SVED's Board of Directors, reports to the Chairman of the Board, and manages the activities of staff and/or consultants as required.

Accountabilities/Responsibilities

1. Business Attraction, Retention & Expansion (40%)
 - Generate and assist in fostering community-appropriate business recruitment
 - Work with existing local businesses to maintain short and long-term viability
 - Provide assistance to local start-ups meeting threshold criteria
 - Solicit and act as gateway for State of Idaho business incentive programs
 - Respond to Dept of Commerce RFPs as required
2. Community Development (25 %)
 - Monitor land use policy and code ordinances across all county government jurisdictions
 - Advocate as required on behalf of business and economic interests
 - Organize periodic community education events on the economy
 - Support placemaking, sustainability and other community initiatives
3. Leadership and Management (15%)
 - Ensure that organization is run in professional, responsive and legal manner
 - Establish annual performance goals and metrics
 - Manage human resources for delivery of projects and programs
 - Participate in and support Board activities
 - Manage and report on budget and financial performance

4. Funding & Outreach (15%)

- Oversee public and private fundraising efforts
- Create and support access to external funding and grant opportunities
- Develop and manage internal & external communication programs
- Build organizational brand equity / value
- Organize and deliver periodic community education events
- Maintain website functionality and relevance

5. Administration (5%)

- Develop and good governance processes
- Produce and deliver monthly performance reports
- Support Treasury and bookkeeping activities

Know How & Skills

- Business general management & leadership skills
- Excellent written and verbal communication skills
- Self-motivated and able to work with minimum supervision

Qualifications & Experience

- Degree-level education, with public policy or business degree
- Minimum 10 years work experience
- Prior work experience in a non-profit environment with a volunteer structure preferred
- Project management experience, preferable with municipal entity participation
- Successful grant writing and/or fundraising experience beneficial

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all job duties performed. The Board reserves the right to revise or amend job duties at any time.

Executive Director Values Towards SVED Organization

1. Considers our customers as the public, whose interests pay for our services, or those with whom we develop public/private partnerships
2. Require that we communicate openly and honestly to both internal and external customers – with transparency and accountability, including adhering to Idaho Statutes such as Open Meeting, Public Information and Ethics
3. Expect that our customers are treated in a friendly and respectful manner
4. Require that we are responsive and responsible to our customers
5. Expect quality and customer satisfaction in the performance of SVED programs, projects and services
6. Requires cooperation internally and with public officials from all municipalities represented (including Blaine County) , public agencies, community organizations, interest groups and private industry
7. Expect SVED services to be provided in the most efficient, effective and economical manner
8. Require that all directives, mandates and policies of the SVED be upheld