

**Job Title:** Chief Economic Development Director / CEO of BEDC

**Reports To:** Brookings Economic Development Corporation (BEDC) Board of Directors

**Status:** Full-time Exempt

The Chief Economic Development Director/CEO (CEDD/CEO) will catalyze and lead regional economic development strategies and initiatives in the Brookings, South Dakota area. Brookings County, with population over 34,000, is home to South Dakota State University (SDSU), South Dakota's land-grant university, and is a growing hub for manufacturing and for bioscience research and development. Livability.com ranked Brookings among the 25 best cities for entrepreneurs in 2017, and SMU DataArts ranked it seventh in 2019 for arts-vibrancy among small communities. The CEDD/CEO will leverage the area's unique assets for sustained economic success through strong working relationships and engagement with key partners. To fulfill its mission of building the area economy through collaborative efforts that support a prosperous place to work, live, learn, and play, BEDC's strategies strengthen a foundational economic development ecosystem that supports key pillars: entrepreneurship and innovation, business development and expansion, and business recruitment.

### ESSENTIAL JOB FUNCTIONS

- **Leadership and Management**  
The CEDD/CEO will plan, direct, organize and administer BEDC strategy and operations, including program development, implementation and evaluation, finances and budgeting, organization and optimizing effective committee structures. The CEDD/CEO will also hire, supervise, develop, coach, and mentor staff to build a dynamic, cohesive, high performing team.
- **Partnerships and Collaboration**  
The CEDD/CEO will lead economic development initiatives for the Brookings region through strong relationship building, proactive collaboration, coordination, and dynamic engagement with all levels of stakeholders and contributors to the community's economic development.
- **Strategic Planning**  
The CEDD/CEO will engage and collaborate with public and private partners in designing and developing short and long range economic growth strategies that drive the community's economic success.
- **Program Design, Implementation, and Management**  
The CEDD/CEO will lead and support collaboration to develop and implement economic growth strategies through initiatives with public and private partners including the City of Brookings, Brookings County, Chamber of Commerce, SDSU, Research Park at SDSU, Visit Brookings, other area and state development organizations, and others.
- **Public Relations and Communications**  
The CEDD/CEO will be the primary spokesperson for and the face of economic development in the Brookings region and communicate BEDC's purpose and progress to create and reinforce a positive attitude for economic development.
- **Resource Development**  
The CEDD/CEO will lead or coordinate grant writing, work with members, partners, investors, and other stakeholders to build and maintain financial stability, including managing the Vision Brookings private fundraising initiative.
- **Board of Directors Engagement**  
The CEDD/CEO will maintain strong relationships with the board. The CEDD/CEO will continuously understand the board interests and strengths to help inform and develop optimal strategy and utilize the Board of Directors as an extension of the management and support team. The CEDD/CEO will be proactively accountable to the board for effectiveness of programming and operations. The CEDD/CEO will also take a leadership role in helping the board to optimize its effectiveness on behalf of BEDC.

### MINIMUM QUALIFICATIONS

- Demonstrated high standards of excellence, integrity, confidentiality, creativity, and valuing of diverse perspectives and experiences.
- Demonstrated ability to lead, build consensus among, and positively influence leaders and decision makers at all levels.
- Demonstrated ability to lead, manage and develop staff.
- Demonstrated ability to network and build strong relationships with a wide variety of people and groups, including private sector, elected officials, public sector, non-profits, and others.

(October, 2021)

- Experience working with a non-profit board to develop the overall organization strategy and interaction with the board to achieve the goals of the strategy.
- At least five (5) years of experience relevant to economic development.
- Bachelor's degree.

#### **PREFERRED QUALIFICATIONS**

- Demonstrated experience leveraging community, state, federal and private development resources and policies for reaching economic development goals.
- Strong evidence of career growth in economic development.
- Demonstrated experience managing a non-profit organization.
- Demonstrated experience leveraging university assets to develop and implement economic development initiatives.
- Demonstrated experience developing agreements, presentations, spreadsheets and business correspondence.
- Demonstrated experience researching, securing, and managing grant funds.
- Master's degree.

**Salary & Benefits:** Compensation range begins at \$100,000, depending on qualifications and experience. Compensation package will be coupled with an excellent benefits package.

**To Apply:** Submit resume, cover letter and references to [bedcboard@brookingsedc.com](mailto:bedcboard@brookingsedc.com). Review of applications will begin **November 22, 2020**. The position remains open until filled.

BEDC is an equal opportunity employer.

*Any offers contingent upon proof of current and valid driver's license and successful background check.*

Brookings Economic Development Corporation, 2301 Research Park Way Ste 113, Brookings SD 57006.