

Ad for New Executive Director for PDI and League of Cities

Organization:	Kossuth/Palo Alto County Economic Development Corporation (K/PACEDC)
Date Posted:	6/21/2024
City:	Algona
Location:	Iowa
Country:	United States
Primary Category:	Director
Type of Position:	Full-Time
Education Requirement:	Bachelor's
Experience Requirement:	3-5 years

Description & Details

[Download Job Description and Community Details](#)

ESSENTIAL DUTIES

1. Establish an Annual Business Plan.
2. Implement a systematic and realistic approach to organizing and sustaining Kossuth/Palo Alto County Economic Development Corporations.
3. Meet with City Councils and community Economic Development Corporations on as needed basis or while working on a project for their community. Support Board members as they take the lead on educating local city councils on a regular or, as needed basis.
4. Assist communities by educating them on State and Federal programs and serve as an informational source. Be an educational resource for all communities.
5. Work directly with new and existing businesses to provide strategic assistance as they evaluate growth and expansion opportunities within Kossuth and Palo Alto County. These contacts include business management, president or corporate leaders, global site selectors, mayors, city council and city officials, local, regional and state economic development professionals.
6. Develop and maintain relationships, both internally and externally, to effectively manage issues impacting the organization's reputation, image, and member satisfaction.
7. Direct development, implementation and administration of the organization's programs available to support economic development groups and communities.
8. Provide expertise on business and community development to business and community partners regarding how decisions might impact communities, the county and new/existing business.
9. Manage the organization budget and business revolving loan program. Identify new funding sources in addition to membership retention.
10. Assist business and public sector partners in the site selection/expansion process, understanding of project finance packaging, skilled in state and local economic development resources and programs.
11. Be the facilitator for Iowa Economic Development Authority in making sure that communities will update their LOIS on an annual basis, or as required.

12. Work with UNI Institute of Decision-Making, Mid Iowa Growth Partnership, all Utility Partners, Professional Developers of Iowa and Iowa Economic Development Authority to help formulate a good foundation for Kossuth/Palo Alto County Economic Development Corporation. Network with City and County Officials, County Economic Developers, State Officials or any other Economic Partners.
13. This position needs to be visible and responsive to the needs of business, communities and elected officials in the county.
14. Maintain a professional office environment and oversee all office personnel.

SKILLS & QUALIFICATIONS

- Strong working knowledge of the Kossuth and Palo Alto Counties communities will be considered a plus.
- Proven track record of working and winning new business locations and assisting existing businesses.
- Passion-driven and committed to innovating and implementing the organization's Business Plan.
- Ability to plan, assign, and manage the work of volunteer boards and committees.
- Effective oral and written communication skills.
- Effective interpersonal skills and influencing abilities.
- Effective analytical, problem-solving, and decision-making skills .
- Strong analytical, organizational, financial, and motivational skills exhibited in an economic development, non-profit or business organizational environment.
- Knowledge of trends, developments, and techniques in the field of economic development, business, or non-profit administration.
- Ability to work effectively with large amounts of data, interpret the data correctly, and find trends, patterns and relationships.
- Support the organization's employee policies and procedures, including workplace safety rules.
- Requires travel within Kossuth and Palo Alto County's service territory, frequently outside of regular work hours; valid driver's license required at all times.
- Diploma from accredited four-year college or university - Degree in Business Management, Marketing, Real Estate, Finance, and/or other comparable fields is preferred.
- At least 3-4 years of professional full-time experience in an economic development organization, professional business management, operations, or planning.
- Employee must be able to perform the essential functions of the position, with or without an accommodation.
- All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.