



Fillmore County Development Corporation

Executive Director

Position Overview

- This position is responsible for the management and direction of a countywide, nonprofit local development corporation. Duties involve the development and implementation of programs to foster and promote industrial development within the county and its local communities. Coordination of economic development activities requires working with multiple existing organizations and resources within the county and state. Attendance at various meetings, which may involve travel, is also required. Duties are performed under the direction of the Corporation's President with the approval of the Corporation's Board of Directors and in keeping with the goals and objectives of the Corporation.

Job Duties and Responsibilities

- Carry out the policies, strategies, goals, objective, plans and procedures developed in conjunction with the Board of Directors and stakeholders.
- Analyze the strengths and weaknesses of Fillmore County to identify economic development related needs and create solutions to meet those needs.
- Assist with development of a strategic plan with goals and objectives to further industrial development.
- Develop both short term and long term economic plans and programs not only to enhance current activity in the area, but to encourage future activity.
- Increase the tax base and the number of quality jobs available in Fillmore County, Nebraska and its communities.
- Focus on business and industrial development, retention of current businesses, and creation of jobs by facilitating the Business Retention and Expansion program.
- Market Fillmore County to attract new businesses utilizing resources and methods available. (Location One Information Services, website, etc.). Prioritize duties to accommodate requests for proposals and site prospect visits as opportunities arise.
- Rank housing needs within the county and work with the Housing Committee to develop a plan to address those needs.
- Coordinate and plan Odegeo Leadership for Fillmore County Classes and other workshops to develop quality public officials, volunteers and employees.
- Work with standing and ad hoc committees to accomplish their purposes.
- Develop budgets and funding methods, record financial transactions using Quick Books and conduct general office practices to maintain efficiency.
- Prepare reports to the Board of Directors as needed. Provides monthly meeting updates on status of membership dues, growth and loss summary.

- Establish strong relationships with companies, non-profit organizations, economic development agencies and local government officials, serving as a liaison to economic development programs and resources.
- Perform support services for the Fillmore County Visitors Committee and the Fillmore County Foundation
- Monitor local, state, and federal legislation and regulations relating to economic development, and report findings and trends to the Executive Board.
- Oversee planning and fulfillment of special events, ground breaking, ribbon cuttings, legislative forums, etc.
- Promote FCDC and local business successes using social media and print in appropriate outlets.
- Coordinate the FCDC Board's fundraising efforts from public and private sources to secure a strong financial foundation for the non-profit Fillmore County Development Corporation.
- Obtain and maintain a valid Nebraska Driver's License as the director will routinely operate a personal vehicle for travel both in and outside of the county as required. Mileage will be paid at the IRS Standard mileage rate.

Physical Prowess Not Required

- The person won't need the endurance of a stallion, but will have some light physical demands (i.e. spending hours listening and talking; working on the computer and phone; driving to appointments and events; lifting light pieces of equipment and materials; and occasionally working long days, nights or weekends).

This Job Might Be For You If

- You have a combination of education and experience in nonprofit development. You dream of aiding and transforming organizations into more successful ones, good ones into great ones, and you know how to actualize your aspirations.
- You are an enthusiastic leader capable of managing diverse teams to reach a common goal. Initiating and completing projects is right up your alley. You know how to make timely, effective and ethical decisions. You embody the entrepreneurial spirit. You're a self-starter who crafts creative solutions and opens doors to establishing new and fostering existing relationships.
- You actively and constantly listen to all citizens, focus especially on needs and know how to identify mutual benefits. You communicate fluently, effectively, and compel audiences through writing and speaking. You enjoy a varied scheduled of mornings, days, nights, and weekends that allows for flexible hours; this will not be a typical 9 to 5 job.

