

JOB DESCRIPTION: Community Development Director

General:

This position will work with existing businesses to help them grow and expand, with emerging companies just getting started and with companies wanting to transition their business to a new owner. This person will manage and oversee the Entrepreneurship Center space (eCenter). The person needs to have the ability to work with businesses at various stages, (startup to established companies); conduct Business Retention and Expansion interviews and surveys; collect and analyze data and business intelligence using EMSI and tracking through a metrics system or economic dashboard in order to allow economic development progress to be tracked and reported to stakeholders. This position would also be involved in Community Engagement and work with surrounding communities and the Interlocal regional economic development group (Western Nebraska Economic Development) to further economic development ideas and projects. The candidate must have the ability to work professionally with board of directors, political officials, community partner organizations, and the public.

Duties:

Assess the needs of existing businesses for retention and expansion opportunities. Advise businesses of various market development, financing, workforce training, and business planning resources. Coordinate with local, state, and regional resources as well as the community college to assist in business expansion and entrepreneurial development. Provide technical assistance to communities and local development groups applying for grants to aid business expansion. Facilitate work sessions with local communities in the region to assure their ideas are being heard and projects are being addressed.

Serve as a liaison to local units of government and work with various entities such as: Nebraska Department of Economic Development, Nebraska Department of Labor offices, Western Nebraska Economic Development, Panhandle Area Development, Scottsbluff/Gering United Chamber of Commerce, USDA, Western Nebraska Community College and other private sector organizations and development groups on a broad range of economic development activities. Evaluate business expansion potential of the region and provide governmental entities and businesses with resources available and help them navigate through the appropriate steps. Build collaboration among partner entities, and advocate for business and property owners when necessary.

Responsibilities:

Work with the Executive Director to further promote a coordinated business expansion and retention campaign, as well as oversee, manage and direct eCenter activities. Assist with planning, organizing, coordinating, and evaluating major economic development activities within the region; assist with the development of strategies that maintain and enhance the long-term economic vitality of the Western Nebraska Region, to include:

- Recommendation of changes that encourage or facilitate economic development;
- Provide technical expertise and information to encourage cooperation and efficiency of the development process;
- Compile and maintain a list of available industrial and commercial development properties;
- Assist in the grant application process for potential funding sources for economic development projects;
- Investigate various financing resources to facilitate business development, to include LB840, Nebraska Advantage Act, Talent & Innovation Initiative, Community Development Block Grants, and Revolving Loan Funds ;
- Develop marketing materials and marketing campaigns for the eCenter activities;
- Participate in business community events to promote business development and vitality;

- Make public presentations to community groups, public meetings, or other governmental entities as needed;
- Represent TCD on various committees or events as deemed necessary;
- May supervise staff, interns or volunteers;
- Work with Cities and County to review proposed ordinances and codes that relate to economic development;
- Ensure that current content is available on our website TCDNe.org;
- Maintain a current inventory of available real estate through LocationOne;
- Perform other related duties as assigned.

Other characteristics:

- Must be willing to learn and have a strong work ethic.
- Must be able to think and work independently with minimal supervision.
- Must have the ability to work with political leaders, community groups and business to bring positive change to the region.
- Must be professional in representation of the TCD organization, board and public at all times.
- Must be able to work in a fast paced work environment on several projects concurrently. Must be able to plan, prioritize, and meet deadlines.
- Demonstrate a strong attention to detail.
- Some travel required, to include trade shows, conferences, and job fairs.

Education & Experience:

Minimum – Minimum qualifications of an Associate degree in business, public administration, accounting, political science, entrepreneurship, economic development or similar degree with a minimum of six (6) years of practical experience;

Preferred – Bachelor degree, Master degree, in business, public administration, accounting, political science, entrepreneurship, economic development or similar degree or CECD with a minimum of three (3) years experience in economic development or working with businesses; or
A combination of education and experience sufficient to successfully perform the essential duties of the job.

Compensation:

Salary is commensurate with experience; total benefit package to include IRA match up to 3% and medical insurance.

Closing Date:

Open Until Filled

To apply, please send a letter of interest, to include salary requirements, and current resume, no more than two (2) pages in length, to twincitiesdev@tcdne.org, Attention Rawnda Pierce.