



Job Title: Executive Director – Holt County Economic Development (HCED)
Reports To: Holt County Economic Development Fund Advisory Committee
Status: Exempt, Full-Time
Updated: February 2021

Position Purpose

The HCED Director coordinates all activities, programs, and operations of the Holt County Economic Development Fund (“Fund”), an affiliated fund of the Nebraska Community Foundation, in an efficient and effective manner. The HCED Director implements activities focusing on business retention and economic development while preserving the quality of life in Holt County, Nebraska.

Examples of Specific Duties and Responsibilities

Coordinate the activities of the Holt County Economic Development Fund:

- Participate in and, as appropriate, present at meetings and conferences that will raise the profile of Holt County as a desirable place to live and do business.
- Co-Administer the Local Option Municipal Economic Development Plan, known as LB840.
- Oversee the maintenance of an inventory of available buildings and sites in the Holt County area.
- Oversee business retention and expansion program.
- Partner with area community college, schools, and other organizations to promote efforts to develop a trained workforce.
- Write grants or assist in information gathering for others to use in writing grants that will benefit communities, organizations, and businesses within Holt County.
- Ensure that community updates to HCED website, community Facebook, NEDI (Nebraska Economic Development Information) Community Profile System and LOIS (Location One Information System) are made regularly.
- Develop print, email and web-based marketing materials for people and business attraction to Holt County.
- Annually determine actions needed to implement Strategic Plan.
- Develop and maintain good working relationships with State and Local officials, government entities, organizations, districts, and the media.
- Monitor local, state, and federal legislation and regulations relating to economic development, and report findings and trends to the HCED board.
- Prepare HCED annual reports.
- Prepare agenda and materials for HCED board meetings and present at meetings as required.
- Oversee preparation and broad distribution of a bi-monthly e-newsletter.
- Ensure appropriate training for Director and other HCED staff.
- Train, supervise and evaluate HCED Fund personnel.

- Prepare annual budget for approval by the HCED board and monitor performance against budget
- Ensure receipt of inter-local agreement payments.
- Coordinate fundraising from public and private sources.
- Ensure compliance with NCF policies and procedures.

Education, Skills and/or Experience

- Minimum of three to five years experience in community development work or related field
- Minimum of two years supervising professional staff
- Bachelor's degree in relevant field strongly preferred; equivalent combination of education and experience will be considered.
- Ability to think critically and prioritize activities based on HCED's goals and Strategic Plan.
- Ability to communicate clearly and concisely, both orally and in writing, to diverse audiences.
- Ability to motivate staff to be accountable and to be problem solvers.
- Excellent listening skills.
- Familiarity with principles of community development, leadership development, and economic development.
- Familiarity with principles of adult learning, training, and development.
- Certified Economic Developer (CEcD) or Institute of Organization Management (IOM) certification a plus.
- Strong administrative, time management, organizational and delegation skills
- Ability to establish and maintain strong, trusting relationships with community leaders, board members and members of the general public.
- Proficient in computer applications, including Word, Excel, Publisher, and Power Point

Other

- This position is based in O'Neill, Nebraska and requires periodic travel throughout the State of Nebraska, primarily within Holt County.
- Some night and weekend work required.
- Excellent attendance and timeliness are required.
- Valid driver's license and reliable transportation.

This job description is intended to be general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.