

**High Plains**  

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**ECONOMIC DEVELOPMENT**  

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**District**

**Job Description**

**Title:** Executive Director

**Category:** Full Time Professional

**Supervisor:** The Executive Director works under the supervision of the High Plains Economic Development District Board of Directors.

**Supervisory Responsibilities:** None

**Primary Contracts:** Federal, state and local technical assistance contracts including EDA planning grants, expedited permitting, and master plans.

**Submit cover letter, resume and references to [progress@goshenwyo.com](mailto:progress@goshenwyo.com)  
by December 9, 2011.**

**1. Responsibilities:**

- Provides staff support to the High Plains Economic Development District (HPEDD) and briefs the Board on economic development and regional issues.
- Manages the day-to-day operation of the district under the general direction of HPEDD Board of Directors and assists HPEDD member governments.
- Assures accuracy and timely submission of documents and reports to grantor agencies.
- Where possible, assists local governments in their planning and development efforts, including development of projects, identification of funding sources, assistance in preparing applications for said funding sources, and tracking projects to completion.
- Assists in retaining current and securing additional funding sources. Identifies non-profit and private funding sources to support the economic development activities of HPEDD.
- Performs detailed research and analytical studies of key issues related to local project funding needs and/or application preparation.
- Coordinates the planning and development of new programs and project initiatives, particularly those related to district goals such as economic development.
- Develops ways in which related programs can be integrated for efficiency, and mechanisms for enhanced program, division and district effectiveness.
- Represents HPEDD at various local, regional, state and national meetings.
- Prepares and delivers presentations to the public, as well as to local, state and federal officials, the business and civic communities, and advocacy groups.
- Maintains effective working relationships with local communities, regional, state and federal agencies, advocacy groups, the business community, civic groups and the public.

- Participates in technical committees, advisory committees, working groups and task forces, as appropriate.
- Interfaces with the public, federal, state, regional and local officials related to technical issues.
- Performs other duties as assigned by the HPEDD Board of Directors.

## 2. Technical Responsibilities

- Oversees the ongoing process of updating the District's Comprehensive Economic Development Strategy (CEDS). This "grass-roots" planning process leads to the development of the CEDS document for member governments. The materials developed by this process should also be used for the improvement of local governments.
- Prepares the District's strategy that is consistent with individual HPEDD member's Master Plans and Land Use Plans.
- Coordinates and obtains professional and technical assistance for the District's strategy from all appropriate sources.
- Supports regional economic development projects in accordance with the requirements established for Economic Development Districts through the Economic Development Agency (EDA).
- Prepares grant applications documents that apply to regional HPEDD projects.

## 3. Required Skills and Abilities

- The ability to work independently; must be self-starter, and both a thinker and a doer.
- The ability to supervise volunteers.
- The ability to communicate and work effectively with local governmental and community leaders (often after regular office hours) in planning, developing and implementing special projects and regional economic development programs.
- The capacity to develop an understanding of all programs operated from within the District in order to ensure that program design and implementation meets the needs of HPEDD members.
- The ability to identify and solve community and program related problems.
- An ability to learn quickly, using a variety of techniques, since training for newly developed programs either may not exist or there may be no time available to train; fast starts are the norm in this type of effort.
- An understanding of the regional district program and approach.
- Strong technical, written and oral communication skills
- Professionalism and diplomacy
- Public presentation skills
- Time management and organizational skills
- Knowledge of economic development and governmental principles and policies and ability to integrate this knowledge into regional and local planning documents
- Computer literacy: Working knowledge of PC's and Microsoft Office (Word, Excel, PowerPoint, Outlook) and familiarity with researching information for economic development.

4. Acceptable Training and Experience

- Bachelor's degree (or equivalent) with a preference for a certification in economic development and/or a degree in urban and regional planning, political science, public administration, community development or related discipline.
- In lieu of a degree, extensive experience in upper level management in business, local government or regional organization (such as the District) with a job focus on program administration, problem solving or local economic or community development.
- Overall background and demonstrated capacities for effective communications, project development and proven accomplishment and performance.
- Two years experience in economic development, planning or public administration
- Any combination of education and experience that would provide the desired skills, knowledge and ability to perform the job.

Salary Range

\$34,000 to \$40,000, depending upon qualifications.