



OPEN JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR

Starting Salary: \$40,000-\$65,000/annually (DOQ)

Enthusiasm for Fallon and Churchill County. Passion for economic development. Unifying collaborator. Clear communicator. If these terms describe you, consider employing your skills and talents as the new Executive Director for the Churchill Economic Development Authority (CEDA). CEDA is looking for a self-motivated, well-organized, multi-tasking individual who is willing to proactively develop creative and effective solutions to address economic development in Churchill County and the City of Fallon, and who is willing to actively identify, seek out, travel to, pursue, and correspond with potential leads in order to sell the benefits of Churchill County and the City of Fallon and to close the deal.

The incumbent, under the CEDA Board's direction, promotes and oversees the economic development activities of CEDA.

Duties of the position include, but are not limited to, the following:

- Promotes CEDA's mission and economic development functions, including business retention and attraction.
- Collaborates with individuals and organizations to support the development of jobs and business opportunities; coordinates CEDA activities with external agencies and associations;
- Works directly with Churchill County, the City of Fallon, the Fallon Chamber of Commerce, the highway 95 corridor group, Northern Nevada Development Authority and the CEDA Business Council in all areas of economic development including but not limited to marketing Churchill County, facilitating leads and site visits, collecting data, and promoting investment in the community;
- Supervises staff (currently two individuals).

This is an at-will position, which answers directly to the CEDA Board of Directors. ***Note: The selection process, from the very beginning, will be conducted in an open forum. Applicant names and/or application materials will be discussed in public early on in the selection process.***

MINIMUM QUALIFICATIONS

If you have a disability and believe you require an accommodation for the disability, please contact Geof Stark at (775) 428-1311.

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| <ul style="list-style-type: none">• Experience in economic or business development, marketing and recruitment, mediation and negotiation, business financing and/or small business counseling or a similar field.• Knowledge of economic development tools, including loans, grants, enterprise zones, development agreements, and various incentive programs.• While not a requirement for the position, a Bachelor's Degree in Business or Public Administration or a related field is preferred. | <ul style="list-style-type: none">• Must reside in Churchill County or the City of Fallon. (Candidates outside Churchill County or the City of Fallon must be willing to relocate to Churchill County or the City of Fallon within six months after date of hire.)• Possession of, or ability to obtain and maintain, a valid State of Nevada driver's license.• Any combination of education and/or experience that could likely provide the desired knowledge and abilities. |
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APPLICATION PROCEDURE:

Announcement materials are available at the Churchill County Human Resources Department, 155 N. Taylor Street, Suite 155, Fallon, Nevada, and online at www.churchillcounty.org/jobs. Submit a résumé, cover letter and answers to the supplemental questionnaire to the above-noted address by **5:00 PM on January 3, 2014**. Application materials will be taken on an ongoing basis until the position is filled. Your résumé, letter and questionnaire must clearly show your qualifications for the position to receive further consideration.

This announcement is generally descriptive of the duties and qualifications for the job. It is not to be construed as an expressed or implied contract.

This is not a Churchill County or City of Fallon position. This position is hired by, and reports to, the Churchill Economic Development Authority (CEDA) Board of Directors.



TITLE:	Executive Director		
PREPARED:	12/29/05	FLSA:	Exempt
UPDATED:	12/05/13	REVISION #:	3

Summary: Under the direction of the Board of Directors, actively promotes the CEDA mission and facilitates the economic development activities of the Authority. Prepares annual work plan, objectives, and budgets for the Board's approval. Keeps Board informed regarding progress on work plan and expenditures in all budget categories. Makes recommendations, when appropriate, for modifications of the work plan and budget for promotion of economic development.

Essential Job Functions: *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Promotes the Authority's economic development mission, including business retention, attraction, and job creation.
- Prepares annual work plan, including the development of performance metrics, by which CEDA's performance will be measured
- Collaborates with individuals and organizations to support the development of jobs and business opportunities. Works directly with Churchill County, the City of Fallon, the Fallon Chamber of Commerce, the Highway 95 Corridor Group, Northern Nevada Development Authority and the CEDA Business Council in all areas of economic development including but not limited to: marketing Churchill County and the City of Fallon; identifying potential leads having a legitimate interest or potential legitimate interest in locating in Churchill County and/or the City of Fallon; seeking out, traveling to, actively pursuing, and corresponding with potential leads; planning and facilitating lead and site visits; selling potential leads on the benefits of Churchill County and the City of Fallon and closing the deal; collecting data; and promoting investment in the community.
- Supervises the activities of the CEDA office in researching, planning, organization and conducting economic development activities; supervises the activities of the Small Business Development Center (SBDC) satellite office in Fallon; supports and promotes the activities of the CEDA Business Council.
- Represents the Authority at meetings and economic development functions and is encouraged to serve on boards, commissions and committees to promote and enhance the Authority's programs and services.
- Selects and supervises staff; conducts staff training and development; reviews and evaluates staff performance; disciplines staff as necessary; meets, discusses and provides direction to staff regarding work assignments and projects.
- Performs a variety of administrative activities including budgeting, financial management, employee scheduling, payroll reporting, membership dues billing and report processing.
- Researches, writes, obtains and administers grants; develops fundraising activities for the purpose of obtaining grant-matching revenues.
- Acts as liaison between the Authority and local public entities, keeping them informed on the activities and progress of the Authority; discusses potential leads and efforts made relating to potential leads, to the extent allowed by law, with Churchill County and the City of Fallon upon their request in a clear, concise, and organized manner; attends council and commissioner meetings when necessary.

- Provides support and guidance to the Business Council to ensure the business community is informed and engaged in economic development; works directly with the Business Council in the development of a membership program and activities; assists in the recruitment and retention of members.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of economic development tools, including loans, grants, enterprise zones, and various incentive programs.
- Knowledge of real estate finance, land development, and marketing techniques.
- Financial knowledge sufficient to prepare requests for proposals, financial proforma, cash-flow analyses, loan administration, and budget preparation.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of the principles and practices of administrative management.
- Knowledge of the principles and practices of fund raising and public relations.
- Skilled in dealing effectively with business representatives, public officials, the general public and affiliated economic development organizations regarding the economic development programs, plans, and activities of the Authority.
- Skilled in planning, developing and implementing policies, procedures, rules and regulations.
- Skilled in establishing and maintaining effective working relationships with colleagues, Board members and the general public.
- Skilled in utilizing Word, Excel, Access, PowerPoint, Outlook, QuickBooks, website maintenance, and desktop publishing.
- Skilled in following and effectively communicating verbal and written instructions.
- Skilled in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Bachelor's Degree in Business, Public Administration, or related field is preferable.
- Experience in economic or business development, marketing and recruitment, mediation and negotiation, business financing and/or small business counseling or similar field is desirable.
- Possession of, or ability to obtain and maintain, a valid State of Nevada Driver's license.

Special Requirements

- Must reside in Churchill County within six months after date of hire.
- Ability to obtain and maintain certification from the International Economic Development Council (IEDC), when eligible to apply.
- Travel may be required to meet with prospective businesses wishing to expand or establish a facility in the community/region and to attend meetings outside the community.
- Working hours will vary, and the position may require attendance at City Council and County Commission meetings, as well as other meetings, including weekend, morning and evening meetings.

Environmental Factors and Conditions/Physical Requirements:

- Work is typically performed in an internal, office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 50 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator, hand tools and a motorized vehicle.



EXECUTIVE DIRECTOR

SUPPLEMENTAL QUESTIONNAIRE

Please write up to 400 words in response to each of the following four items. Be sure to include your name on each page you submit. Your responses will be reviewed for content and presentation. A complete response to each of the items is required.

1. If selected for the position, what are the first steps you would take to begin carrying out CEDA's mission?
2. What economic development challenges do you see facing a community that has historically been a rural, agricultural community?
3. What steps would you take as Executive Director of the Churchill Economic Development Authority to address the economic development challenges you outlined in Question 2 above?
4. Describe a success you have had in developing collaborative relationships among various entities from start to finish.
5. From your work experience, describe a creative and effective solution you have implemented to address economic development.