

**Baca County Economic Development
Director
Job Description**

Job Title: **Director, BCEDC**

Reports To: Baca County Economic Development

Open: Until Filled

Annual Salary: Part Time (2 days/week) until full –time is created

Position Summary:

The Director of the Baca County Economic Development (BCED) is generally responsible for overseeing the programs and projects that the Board of Directors has directed to be implemented. Additionally, the Director is responsible for the day-to-day operations of the Foundation’s office. The Director functions as the Primary contact, and has overall responsibility for ensuring that the programs and projects of the Board of Directors are implemented in a professional and timely manner. The Director will be expected to develop a complete knowledge and understanding of Baca County’s unique economic and business climate, and to have a working knowledge of the various regional, state and federal programs which may be utilized to help further the goals of the BCED. The director must also be positive and non-partial in their work with all 6 communities within Baca County.

Essential Functions and Responsibilities

1. BCED Representative

- Act as the official representative of the Board of Directors in interacting with state, local and federal officials, economic development groups and individuals, private business people and any other individuals or groups.
- Attend such meetings and events as the official representative of the BCED as deemed necessary to obtain needed information, and make presentations when requested regarding the policies and positions of the BCED.
- Coordinate with other agencies and individuals to ensure that BCED clientele are receiving the best possible service.
- Meet regularly with the Baca County Commission, the City Councils, and the Chamber of Commerce, on a scheduled or “on call” basis as necessary, to report on progress and to ensure that BCED projects and programs continue to reflect local desires and needs.
- Communicate with the press/radio the projects, programs, and activities of the BCED.

2. Fiscal Oversight

- Review all bills or invoices under \$100 prior to authorizing payment. Bills over \$100 will be authorized by the board.
- Review all purchase requests under \$100 prior to authorizing purchases. Purchases over \$100 will be authorized by the board
- Review, on an ongoing basis, all office procedures for handling money to ensure that these procedures are in accord with good business practices and any applicable state or federal regulations.
- Review, at least monthly, current fiscal status reports with the BCED Board members.
- Ensure that all fiscal reports are prepared as scheduled and submitted to the appropriate agencies.
- Create the budget for the organization to be approved by the board.

3.Meeting Preparation

- Create meeting agenda for approval by the board.
- Arrange for meeting place and time.
- Provide reports on current projects and programs at the meetings.
- Coordinate volunteers when needed.

4. Grant Preparation and Administration

- Review various program announcements and prepare such grant applications as may be suitable to furthering the goals of BCED.
- Prepare deliverables and financial reports for grants received.
- Be the liason between the Grantee and the BCED

5. Response/Recruitment Capability

- Ensure that a complete and updated recruitment piece is always on hand for the BCED, Chamber, City Councils, and Commissioners.
- In cooperation with local financial institutions, local governments, and local business groups, determine what incentives are or can be available to new businesses and assemble these into a separate “mini-report” for use when dealing with business prospects.
- Be prepared to respond to any inquiry from a business or industrial prospect within twenty-four hours.
- Keep track of potential business opportunities for Baca County.
- Newsletter to Baca County Alumni concerning jobs, business opportunities, big events etc.

6. Coordination of Efforts

- Become familiar with other local, regional, or state efforts that may be complementary to the programs and projects of BCED. These include, but are not limited to, the local Chamber of Commerce, local City Councils, the Southeast Colorado Enterprise Zone, the Southern Colorado Economic Development District, South East Business Retention Attraction and Expansion, Small Business Development Centers,

South East Colorado Heritage Taskforce, USDA Rural Development, the State Office of Economic Development, and the State Department of Local Affairs.

- In the interest of efficiency, while recognizing that information must be kept confidential and that there is a strong competitiveness in the field of economic development, coordinate with other efforts as much as possible.

7. Business Needs

- Contact businesses in Baca County through chambers, city councils or individually to talk with them about their needs for business retention or expansion.
- Design programs, workshops, meetings or classes that will deal with the individual needs that the businesses are facing in the county
 - Work together with as many partners as possible in the creation and implementation of these workshops.
 - Track the effectiveness of the given workshops and adjust accordingly.

8. Baca County Community Foundation Administrator

- Serve as the representative for the BCCF.
- Work with board members to host workshops and meetings concerning the BCCF.
- Work with board to promote and inform the public about the BCCF.
- Work with the board to increase BCCF investments from the communities.
- Work with the board, when appropriate, to begin re-investing in the community with interest created from the BCCF.

9. Other Duties

- Perform basic office duties and any other duties as may, from time to time; be assigned by the Board of Directors.

Supervisory Responsibilities

Responsible for supervising the BCED Intern
Baca County Community Foundation Board
Any contract labor or office help

Minimum Qualifications:

Necessary Knowledge, Skills and Abilities:

- Modern principles and practices of economic development including real estate development economics, financial analysis and public/private development, property acquisition and relocation laws and guidelines. OR be willing to attend ED conferences and ED 101.
- Communicate effectively in written and oral form to a diverse audience.
- Structure and operation of county and municipal government principles, practices, procedures and legal requirements
- Grant research , preparation, and administration. OR be willing to learn.
- Financing techniques for economic development projects OR attending ED 101.
- Planning, public relations, negotiations, and business principles

- Motivate others to gain support for new initiatives
- Function effectively within a political environment
- Operate computer equipment and programs to produce reports and documents.
- Work on several assignments and adjust priorities as needed
- Gain cooperation and consensus through discussion and persuasion during sensitive negotiations.
- Analyze problems and identify alternative solutions
- Community volunteer experience

Education and Experience:

Necessary: Associates or Bachelor's Degree

Preferred: Bachelors Degree

Most Preferred:

- Bachelor's Degree in economics, marketing, planning, public or business administration, or related field
- Five years of increasingly responsible work experience in any combination of public and private business, including areas such as non-profit economic development work, property acquisition, financing, small business loan packaging.
- Economic development experience in a rural environment is highly desirable.

Submit Cover Letter and Resume to:

Baca County Economic Development

Attn: Administrator Job Opening

E-mail: director@bacacountyedc.com