

# **SAUK COUNTY DEVELOPMENT CORPORATION EXECUTIVE DIRECTOR JOB DESCRIPTION**

## **SCDC Mission:**

“Promote and retain the diverse economic vitality of Sauk County and its individual communities.”

## **Job Description:**

The Executive Director of the Sauk County Development Corporation (SCDC) serves as the leader and professional manager of the organization, and is responsible for promoting economic development efforts in Sauk County and SCDC member communities. The Executive Director must be skilled in all aspects of running a non-profit economic development organization, and will work with and clearly communicate with the Board of Directors in establishing, implementing, and maintaining policies and reporting procedures to achieve the overall mission of SCDC. The Executive Director will serve as the primary spokesperson for the organization and will develop networks and partnership with private and public stakeholders throughout the region to carry out the mission of the organization.

## **Position Responsibilities:**

- Development, implement, coordinate and lead a comprehensive economic development program which facilitates business start-up, job retention, company expansion, and recruitment of target businesses as identified by individual communities/SCDC
- Conduct regular business retention interviews (Synchronist) and coordinate efforts with SCDC member communities and Thrive.
- Maintain up-to-date marketing and demographic materials, responding to and generating retention and development leads and prospects and initiating and completing business development projects from start to finish
- Develop, implement, and coordinate a comprehensive marketing program to aid business attraction and market building for business expansion and retention.
- Co-host the Columbia and Sauk Entrepreneurs and Inventors' Club and conduct pre-venture business counseling as requested

- Proactively seek out and, when necessary, administer grants and other financial incentives that promote economic development and revitalization
- Effectively manage the organization and staff (half-time administrative assistant), including guiding the professional development of staff
- Oversee and administer the annual budget
- Maintain the SCDC web site
- Promote public and private sector real estate development, including maintaining a database of public and privately owned sites and buildings available for development
- Collaborate on , and advocate for, comprehensive workforce development strategies which will assist current and prospective employers with recruiting, training, and retaining employees
- Collaborate with neighboring counties, especially in the Thrive region, and key state and regional development organizations on mutually beneficial development efforts in south central Wisconsin
- Participate in strategic planning process that engages community and business leaders and implement strategic plan through annual work plans

**Position Requirements:**

- The Executive Director will be expected to be a strong leader exercising excellent independent judgment who works collaboratively with multiple partners in complex organizational structures
- Excellent oral and written communication skills and interpersonal skills
- Solid strategic planning skills
- Strong analytical skills
- Exceptional energy and enthusiasm and the capability and work ethic to function effectively in an independent environment
- Knowledge of general accounting and bookkeeping principles

- An undergraduate college degree is required. A Masters Degree and further Economic Development accreditation (CEcD, EDFP) are highly desirable.
- Proficient in using Microsoft Office Suite products including Excel, PowerPoint, Outlook and Word. Be able to effectively use the internet for research, marketing, and communications

**Application:**

Send cover letter, resume, references and compensation history to [adminsdc@baraboo.com](mailto:adminsdc@baraboo.com) or SCDC, PO Box 33 Baraboo, WI 53913. Writing samples and/or statement of qualifications/interest are recommended. Application deadline for receipt of all application materials is August 9, 2010.