

Greeley County Community Development Director Job Description  
Greeley County, Kansas

**Title of Position:** Director

**Reporting Relationship:** The position is accountable to the Board of Directors of the Greeley County Community Development Corporation.

**General Responsibilities:** The position is responsible for the overall planning, implementation and development of Greeley County Development Corporation, Inc. as assigned by its Board of Directors. Some responsibilities may be delegated to other appropriate staff.

**Objective of Position:** The position implements and directs activities and policies. The position will promote Greeley County, its communities and economic development potential, performing in a timely, successful manner any and all related functions as directed by the Board of Directors.

**Essential Functions:**

1. The Director is responsible for the overall management of Greeley County Community Development Corporation, Inc. This includes: program development, personnel management, development strategy, policy development, budgeting, and all other activities as directed by the Board of Directors.
2. The Director will implement and execute the economic and community development program for Greeley County. This includes working with new business prospects and assisting existing businesses within the county with the objective to build jobs, wealth, valuation, and economic diversity for Greeley County, ever focusing on the county's stability and growth. Successful execution of these duties may also include working in concert with local governing bodies and non-profit organizations to meet objectives.
3. The Director shall work closely with existing Greeley County businesses, shall identify problems these firms may be experiencing which are limiting or threatening their operations and assist in solving these problems so that a healthy business climate is maintained within the county.
4. The Director shall become familiar with existing businesses and local municipalities' needs to assure the retention of said entities and support municipalities on economic issues.
5. The Director will work with the Board of Directors, Greeley County and the Cities of Horace and Tribune for implementation of business development and incentive policies to attract business to the area.
6. The Director will serve as a liaison to community action teams and other local groups dedicated to building and promoting Greeley County.
7. The Director will become familiar with and serve as a first-line resource for connecting entrepreneurs, business prospects, and existing businesses with regional, state-wide, and national information centers, funding channels, marketing and business planning assistance and other resources that may be necessary.
8. The Director will work closely with the Kansas Department of Commerce, Great Plains Development, Inc., Small Business Development Centers, the western Kansas Rural Economic Development Alliance (wKREDA), Wild West Country, local lending institutions, local utility partners, and all entities that may aid Greeley County with information, funding, grant knowledge, networking, etc.
9. The director shall ensure that a complete listing of available industrial, commercial, and retail buildings for Greeley County are compiled and maintained. In the absence

of a local real estate agent, the Director shall also cause a locally available housing list to be kept and updated.

10. The director will submit monthly reports that will detail office activities, updates on ongoing projects, and prospective business leads.
11. The Director is responsible for budgetary control of the office and participates in the annual budgeting process.
12. The Director will update and implement with the approval of the Board of Directors a strategic plan with specific goals and timetables for their completion.
13. The Director will track community and economic progress and report tangible, quantifiable progress on a semi-annual basis.
14. The Director will network with pertinent planning and economic development groups in the region and state with participation and involvement.
15. The Director will attend pertinent community and economic development conferences and subscribe to pertinent media with the approval of the Board of Directors.
16. The Director will promote Greeley County and its health, business, government, and educational assets at all opportunities through print media, an online website, and other means as deemed appropriate.
17. The Director will be ever mindful of new opportunities for growth and advancement of Greeley County and will be involved in discussions and programs focusing on leadership, entrepreneurship, community investment and foundations, and other pertinent topics.
18. The Director will establish continuous contact with the media to educate the public regarding Greeley County Community Development Corporation, Inc. and convey the importance of economic and community development to the community.
19. The Director will complete other directives as directed by the Board of Directors.

**Educational and Experience Requirements:**

1. Bachelor's degree in Marketing, business, or related field preferred.
2. Preference given to a background in community development or related field.

**Required Knowledge and Skills**

1. Experience in economic and community development concepts and practices.
2. Ability to manage multiple projects and deadlines.
3. Strong interpersonal skills and an enthusiastic attitude.
4. Strong written, oral communication and computer skills.
5. Ability to build a network of people and resources.
6. Assumes personal responsibility for ongoing continuing education and professional development of self and staff.
7. Ability to acquire background information, retain and reuse quickly and effectively
8. Must be able to set priorities and goals internally and for work/projects
9. Self-motivated, must be visionary and show independent thinking and resolve.
10. Willing and able to communicate professionally and knowledgeably with legislators on both the State and Federal level about matters of economic and community development.

**Other**

1. Must be a resident of Greeley County or be willing to relocate.
2. Must be bondable.