

Executive Director Job Descriptions

Sample 1

REGION 9 ECONOMIC DEVELOPMENT DISTRICT OF SOUTHWEST COLORADO, INC.

POSITION DESCRIPTION

Job Title: Executive Director

Reports to: Board of Directors

Job Summary

Plans, organizes, and directs all activities of the Region 9 Economic Development District of Southwest Colorado (District), including carrying out the mission statement of the District; preparation of economic development programs, work plans, and budgets; administration of revolving loan funds; maintaining a corporate office of the District and adhering to all requirements for maintaining a viable not-for-profit corporation.

MAJOR JOB RESPONSIBILITIES

1. Plan, organize, direct and administer operations and employees of the District.
2. Develop, review, and update the District's overall economic development plan. Apply for grants and prepare required reports in a timely manner. Assist community economic developers in planning and implementing local economic development programs. Present an annual work plan and budget to the Board of Directors.
3. Administer the revolving loan fund program. Insure proper execution of loan fund contracts. Draft and submit memorandums of agreement between the District and the county commissioners. Direct and organize the loan fund committee. Develop and implement marketing strategy. Work with local businesses, lending institutions and others in receiving and evaluating loan applications and in preparing loan packages. Draft and submit loan policies and procedures for RLF.
4. Loan Servicing. Prepare loan documentation and review of necessary and appropriate requirements. Conduct environmental assessments and publish required notices. Ensure loan closing and proper filing of security instruments. Attend to necessary loan servicing, collection, and accounting of loan portfolio.
5. Develop other sources of economic development financing through loan guarantees, SBA and EDA programs, etc.
6. Administration and coordination of State Enterprise Zone program to include cooperative regional marketing/promotion, certification of tax credits, and attending meetings as necessary.

7. Registered (corporate) Agent. Conduct general business of the District and act on its behalf. File corporate reports. Maintain corporate records containing articles of incorporation, bylaws, officers' names and addresses, minutes, resolutions, membership and committees, correspondence, etc. Maintain accurate and balanced general ledger accounting and provide timely reports to Board and other agencies as required.

8. Carries out policies and procedures set by the Board and its Executive Committee. Attends Board and Executive Committee meetings, provides timely notice of meeting time and place, and provides minutes and reports.

GENERAL PERFORMANCE STANDARDS

1. Dependability - Can be relied on to carry out both regular and extraordinary work assignments.

2. Cooperation - Willingness and ability to work with others.

3. Organization - Ability to manage time effectively and arrange work materials for most efficient use.

4. Observation of working hours - Works within proper time frames.

5. Flexibility - Ability to meet changing or new situations and needs, and able to adapt to new job assignments.

6. Adherence to policies - Follows organization and departmental policies and procedures.

7. Safety - Understanding and implementation of safe work habits.

8. Appearance - Maintains appearance and personal hygiene appropriate for the job.

9. Loyalty - Maintains allegiance to the work group, and represents employer in a positive, constructive manner.

10. Communication - Expresses thoughts clearly and concisely in writing and orally.

SUPERVISORY RESPONSIBILITIES

1. Training - Develops and administers proper training for staff utilizing available resources, enabling staff to effectively perform their jobs while developing skills and abilities.

2. Delegation of proper responsibility - Delegates to employees both responsibility and authority for accomplishing objectives, provides support.

3. Performance evaluations - Performs scheduled evaluations within required time frames, displaying clear and effective oral and written communications. Follows up on performance plans and goals.
4. Employee development - Communicates effectively to employees, acknowledging good performance and behavior and counseling change in poor performance and behavior. Documents properly.
5. Leadership - Motivates employees to work willingly with high standards.
6. Fairness - Applies policies in a consistent manner toward all employees equally.
7. Community relations - Represents the District professionally in the community acting as an ambassador for the organization.