

Job Summary: Provide Leadership and work in collaboration with the President and the Board of Directors of the Phelps County Development Corporation (PCDC). Lead and implement all activities, programs and operations of PCDC in an efficient and effective manner. Execute a variety of activities focused on the retention and expansion of existing businesses, attracting new businesses and creating jobs. The individual filling this position will operate inside the framework listed below.

PCDC Mission: To encourage business retention and promote economic development while preserving the quality of life in Phelps County, Nebraska.

Reports to: Board of Directors

ESSENTIAL FUNCTIONS

BUSINESS RECRUITMENT AND RETENTION

- Maintain productive working relationships with the Nebraska Department of Economic Development, Nebraska Public Power District and other statewide and regional economic development allies.
- Maintain open and regular communication with major businesses, civic and community leaders and Investors, making public presentations as needed

BUSINESS DEVELOPMENT

- With the assistance of the Board, advance the established strategic plan through a county-wide process that outlines the goals and objectives of PCDC
- Execute the strategies intended to meet the goals and objectives as adopted by the Board including the following:
 - Generate prospects through the development and implementation of an annual marketing plan
 - Respond to inquiries concerning potential economic development projects, constantly and aggressively follow up
 - Participate in regional and Nebraska wide economic development efforts
 - Promote PCDC’s vision and strategy on social media and monitor the impact on our website growingphelpsinc5.com and phelpscountyne.com

ADMINISTRATION AND FINANCE

- Work with and give guidance to the Board to attract and maintain a solid investor base and assist the Board to coordinate other fund-raising efforts from public and private sources

- Be an active and involved participant in the county and community
- Prepare the annual budget, maintain financial records, and keep the Board abreast of the current financial status
- Attend and report at PCDC Board and committee meetings, distribute meeting notices. * Manage staff to efficiently and effectively carry out activities prescribed in the strategic plan
- Responsible for corporation documents kept on file including meeting records and financial statements
- Manage a PCDC revolving loan fund account and serve as administrator for the revolving loan fund. Accept and review applications, submit applications for approval to the appropriate decision-makers, follow up with business applicant, and ensure that the appropriate action has been taken to ensure collateral and fulfill other requirements approved by the decision-making body.

POSITION REQUIREMENTS

- Excellent communication skills and the ability to influence people
- Build relationships and make presentations at every opportunity
- Maintain confidentiality
- Experience in economic development and/or business development preferred
- Completion of bachelor's degree preferred
- Valid Nebraska driver's license required, ability to be bonded
- Overnight and Out of State Travel a requirement
- Flexible Hours
- Possible evening Meetings
- Be involved in the Community
- Makes presentations to City Council, Investors, County Boards, and the General Public
- Attend Professional Development Workshops, Conferences and Trade Shows to promote PCDC and keep abreast of current trends in Economic Development
- Becoming a Resident of Phelps County is desirable.

It is suggested that all applicants send a cover letter and resume to Phelps County Development Corporation Executive Director Search Committee Chairman, Doug Stevenson at the address below:

Doug Stevenson
 c/o Olsson Associates
 701 4th Avenue, Suite 2C
 PO Box 885
 Holdrege, NE 68949-0885

Re: Executive Director Search Committee

Or email it to: dstevenson@olssonassociates.com

[Application period will end on April 15, 2016 – All Resumes will be reviewed in a timely manner as they are received.](#)