

Job Title: Executive Director – Keith County Area Development
Reports To: Keith County Area Development Board of Directors
Status: Exempt, Full-Time
Updated: March 2021

Keith County Area Development (KCAD) was formed in 2001 to provide community and economic development services to Keith County in Western Nebraska. KCAD is a 501(c)(3) corporation that is publicly and privately funded.

KCAD's objective is to lead activities and partner with community members to broaden and strengthen employment and commerce in Keith County. We provide forums for strategic planning, creative thinking, and collaboration. We recruit community stakeholders that have a passion for Keith County and want to assist in its progress. We strive to make our communities more attractive by promoting our strengths and confronting areas of needed improvement.

KCAD is governed by a nine-member board of directors, which consists of local leaders and stakeholders who meet monthly and provide direction to the Executive Director.

POSITION PURPOSE

The KCAD Executive Director coordinates all activities, programs, and operations for the economic betterment of Keith County, including the City of Ogallala, Villages of Paxton and Brule, and the Lake McConaughy area. The Executive Director implements activities focusing on business retention and expansion, business recruitment, quality-of-place enhancement, and other areas of economic development.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the KCAD Board of Directors.

SUPERVISION EXERCISED:

Direct Supervision of the KCAD Office and Program Specialist. Responsible for hiring and managing any/all support personnel.

EXAMPLES OF SPECIFIC DUTIES AND RESPONSIBILITIES:

- Participate in and, as appropriate, present at meetings and conferences that will raise the profile of Keith County as a desirable place to live and do business.
- Work closely with the City of Ogallala to coordinate eligible projects for the Local Option Municipal Economic Development Plan, known as LB840.
- Assist existing businesses and industries regarding future development and expansion, as it pertains to tax increment financing and other local, state, and federal incentives.
- Collaboratively develop and implement programs to assist in addressing local economic and community development needs
- Oversee the maintenance of an inventory of available buildings and sites on Location One Information System (LOIS) for Keith County.
- Oversee maintenance at and marketing and promotion of the Ogallala North Business Park and other property options retained by KCAD.

- Build relationships with landowners, realtors, and others to develop beneficial property options that support economic development.
- Take responsibility for oversight and reporting requirements for the KCAD Revolving Loan Fund.
- Oversee business retention and expansion program.
- Partner with area community college, schools, and other organizations to promote efforts to develop a trained workforce.
- Write grants and submit required reports as needed that will benefit communities, organizations, and businesses within Keith County.
- Ensure that updates to KCAD website, social media platforms, and LOIS (Location One Information System) are made regularly.
- Develop print, email, and web-based marketing materials for people and business attraction to Keith County.
- Annually determine actions needed to implement Strategic Plan.
- Develop and maintain good working relationships with State and Local officials, government entities, organizations, districts, and the media.
- Effectively manage professional service contracts with other organizations
- Monitor local, state, and federal legislation and regulations relating to economic development, and report findings and trends to the KCAD board.
- Prepare KCAD annual reports.
- Prepare agenda and materials for KCAD board meetings and present at meetings as required.
- Prepare and monitor the annual budget for approval by the KCAD board.
- Coordinate fundraising from public and private sources and promote investment in the organization.
- Engage in a wide variety of community and regional activities to improve regional competitiveness, stimulate economic growth, and enhance community vitality.

DESIRED EDUCATION, SKILLS AND/OR EXPERIENCE:

- Thorough knowledge of community development processes and programs at the local, state, and federal levels.
- Understanding of the community, housing and economic development needs within the region.
- Minimum of three years of experience in community development work or related field.
- Experience supervising professional staff preferred but not required.
- Bachelor's degree in relevant field strongly preferred; equivalent combination of education and experience will be considered.
- Ability to exercise participative management skills that support team efforts and quality processes and to work well with a wide variety of people.
- Ability to think critically and prioritize activities based on KCAD's goals and Strategic Plan.
- Ability to communicate clearly and concisely, both orally and in writing, to diverse audiences.
- Ability to motivate staff to be accountable and to be problem solvers.
- Excellent listening skills.

- Familiarity with principles of community development, leadership development, and economic development.
- Strong administrative, time-management, organizational, and delegation skills.
- Ability to establish and maintain strong, trusting relationships with community leaders, board members and members of the general public.
- Proficiency in computer applications, including Word, Excel, Publisher, and Power Point.

OTHER:

- This position is based in Ogallala, Nebraska, and requires periodic travel
- Some night and weekend work may be required.
- Excellent attendance and timeliness are required.
- Valid driver's license and reliable transportation are required.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. This job description is intended to be general and may evolve over time. The description is subject to periodic updating. At the KCAD Board's discretion, the employee may be assigned different and/or additional duties or responsibilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

KCAD is an equal opportunity employer.

COMPENSATION PACKAGE:

A competitive compensation package is available. Salary is dependent upon experience.

HOW TO APPLY:

Email resume with cover letter to info@kcad.org – note **Hiring Committee** in the subject line.

OR

Mail to:

KCAD
P.O. Box 418
Ogallala, NE 69153