



Executive Director Recruitment

Sturgis is a community of 7,000 residents located in the northern Black Hills of western South Dakota. Easily accessible by two Interstate 90 exits, it is the county seat of Meade County and is connected locally, regionally and internationally. Sturgis is nestled between the prairie and the hills, in close proximity to national forests and state parks, hiking trails and lakes, ski resorts and year round outdoor activities.

SEDC Description:

The Sturgis Economic Development Corp (SEDC) was formed in 1973 as a non-profit 501(c)6 economic development organization to develop the region's first industrial Park. Today, the 45-acre Sturgis Industrial Park is home to over 25 businesses and 250 employees. In 2012, SEDC expanded its focus to include residential and retail development. SEDC receives public and private funding from over 120 members.



Since 2010, SEDC:

- Assisted in the expansion or start-up of 35 businesses;
- Announced the creation or expansion of 400 jobs in diverse industries with average annual payrolls over \$14M;
- Leased, built, sold over 1 million sq. ft. including the Sturgis Industrial Park with \$16.8M in assessments and property tax revenues over \$450K;
- Assisted in developing over 280 housing units with an anticipated valuation of \$54M;
- Formed an industry/education partnership leading to the creation of a nationally recognized machine tool technology class in the industrial park;
- Assisted in downtown revitalization to create the BID, ordinances to encourage downtown growth, and community events;
- Acquired and improved Exit 32 land for redevelopment;
- Purchased a vacant Main Street lot and constructed a spec building, which was purchased by Domino's;
- Assisted in developing a 106-child licensed daycare facility.
- In 2013, the City of Sturgis was awarded the SD Large Community of the Year award for Excellence in Economic Development from SD Gov. Daugaard.
- In 2017, the City of Sturgis and SEDC were awarded a gold for Excellence in Economic Development from IEDC.



Board Description:

The Board of Directors consists of 12 voting members, 10 business and community leaders elected by membership and two officials appointed by the City and County. The Board also consists of three ex-officio members who serve in a supportive capacity for the Board. The Board makes important policy decisions and establishes annual goals for the organization. Staff consists of the Executive Director and a part time administrative assistant.

Position Description:

The Executive Director is the paid Chief Executive. This position is responsible for professional work in the organization, including assisting with the development and direction of comprehensive economic development programs for the City of Sturgis and Meade County. It involves administering economic development programs and related activities, and requires close coordination with external entities. The Executive Director works under the direction of the current SEDC President and SEDC Board of Directors, and works closely with our economic development partners.

Position Requirements:

- Degree or work experience in community or economic development, public administration, business administration, or marketing is required.
- Knowledge of the principles and practices of all facets of economic development as they apply to our community.
- Ability to make difficult planning studies and to make recommendations for industrial and commercial site location.
- Ability to creatively implement plans and programs designed to solve identified problem areas.
- Knowledge of the techniques and principals of public relations, external community image building, and marketing.
- Knowledge of municipal affairs and operations.
- Ability to establish and maintain effective relationships with city, county and state officials, business owners and managers, financial agents and the general public.
- Ability to effectively support the work of citizen groups involved in economic development.
- Ability to communicate well, develop productive relationships, and organize multiple complex tasks are critical.
- For a complete position description, refer to the SEDC website at www.sturgisdevelopment.com

Benefits & Compensation:

Salary \$60,000 - \$80,000. Final offer dependent upon the qualifications and experiences of the successful candidate as well as final Board approval. Benefits include medical, dental and life insurance, vacation, sick leave, and SD Retirement System. Relocation assistance available.

To Apply:

Submit a resume, cover letter and a minimum of three professional references to the address below. Position closes July 15, 2018.

Executive Search Committee
Sturgis Economic Development Corp
PO Box 218
Sturgis, SD 57785
Fax: (605) 347-5223
info@sturgisdevelopment.com

Sturgis Economic Development Corp (SEDC) Position Description

TITLE: Executive Director

NATURE OF WORK:

This position is responsible for professional work in the organization, including assisting with the development and direction of comprehensive economic development programs for the City of Sturgis and Meade County. It involves administering economic development programs and related activities, and requires close coordination with external entities. The Executive Director works under the direction of the SEDC President and SEDC Board of Directors, and works closely with the City of Sturgis, Meade County Commission, Sturgis Area Chamber of Commerce, BH Community Economic Development, SD Governor's Office of Economic Development, and the Rushmore Region Economic Development Alliance.

PURPOSE OF POSITION:

- Manage and participate in the development and implementation of the goals, objectives, policies and priorities for the economic development programs.
- Recommend new and existing business development and expansion strategies for Sturgis and surrounding Meade County area.
- Recommend and administer policies and procedures in accordance with goals.
- Actively pursue and meet with prospective business clients and area businesses to provide information as requested.
- Maintain effective communications with government agencies and elected officials on matters of local, state and federal funding to enhance Sturgis' and Meade County's position in assisting existing industries and attracting new ones.
- Apply technical knowledge and data to the direction and administration of studies and programs.
- Assist in organizing meetings, press conferences and other promotional activities.
- Plan strategies to market the community to encourage expansion and retention of existing business, as well as attraction of new businesses to promote a stronger economic base.
- Assist in developing financing strategies that utilize government funding programs to assist existing and new employers with expansions or locations.

SUPERVISION:

Under the direct supervision of the SEDC President and SEDC Board of Directors

DUTIES/ACCOUNTABILITIES:

Work in conjunction with community development partners to accomplish the following general objectives:

1. Promote and market the City of Sturgis and Meade County areas
2. Assist existing businesses to grow and to be more competitive
3. Encourage new businesses from within the community
4. Attract new businesses from outside the community
5. Develop strategies for capturing more consumer dollars
6. Access outside sources of capital
7. Assist in the improvement of infrastructure, housing, retail, recreational and cultural facilities.

Some activities may focus on specific sections of the community, but the overall work effort must encompass all segments. Performance measurements will emphasize improvements in the quality of life of the community, as well as economic gains.

Other Responsibilities:

- Prepare a monthly Executive Director's report to the SEDC Board of Directors
- Manage community development projects
- Prepare reports such as grant progress and performance, financial assessments, and project budgets
- Perform public relations activities for specific projects, such as holding press conferences, conducting public meetings and speaking to civic organizations
- Maintain liaisons with appropriate state and federal agencies
- Coordinate community development projects with other agencies
- Prepare, administer, and adhere to budget
- Investigate outside funding sources and grant opportunities
- Prepare grant proposals and applications, contracts and other necessary documents as appropriate
- Develop, update and maintain the SEDC website and Facebook page
- Participate in economic and community committees as required
- Represent SEDC at community and economic development conferences and seminars
- Perform duties as outlined by the 2017-2020 Strategic Plan and Program of Work
- Attend monthly City Council and County Commission meetings
- Perform related work as requested and/or required

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of all facets of economic development as they apply to our community.
- Ability to make difficult planning studies and to make recommendations for industrial and commercial site location.
- Ability to creatively implement plans and programs designed to solve identified problem areas.
- Knowledge of the techniques and principals of public relations, external community image building, and marketing.
- Knowledge of municipal affairs and operations.
- Ability to establish and maintain effective relationships with city, county and state officials, business owners and managers, financial agents and general public.
- Ability to effectively support the work of citizen groups involved in economic development.
- Ability to communicate well, develop productive relationships, and organize multiple complex tasks are critical.

EDUCATIONAL QUALIFICATIONS:

Degree or work experience in community or economic development, public administration, business administration, or marketing. Salary \$60,000 - \$80,000 depending on experience. Benefits include medical, dental and life insurance, vacation, sick leave, and SD Retirement System.

PHYSICAL REQUIREMENTS:

Constant use of hands and arms to keyboard and write in order to complete necessary paperwork. Must be able to drive and/or ride long distances; night time driving is necessary. Must be able to converse by phone and in person with customers and clients. Must be able to sit long periods of time. Must be able to lift boxes of files to move them from one location to another. Must be able to kneel to go through files in lower level cabinets. Must be able to navigate rough, unimproved terrain to monitor projects.

This job description is not intended to be all-inclusive. Employee will also perform other reasonably-related job duties as assigned by the SEDC Board of Directors. The employee is expected to comply with established office, administrative and personnel policies. The Board reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Acknowledgment

Date

Confidentiality Agreement

It is understood and agreed that the below identified discloser of confidential information may provide certain information that is and must be kept confidential. To ensure the protection of such information, and to preserve any confidentiality necessary it is agreed that

1. The Confidential Information to be disclosed can be described as and includes:

Business information relating to prospects and customers finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure, proprietary ideas and inventions, ideas, trade secrets, existing and/or contemplated products and services.

2. The Recipient agrees not to disclose the confidential information obtained from the discloser to anyone unless required to do so by law.

3. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties.

4. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

WHEREFORE, the parties acknowledge that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Recipient of Confidential Information:

Employee Acknowledgment

Date