



## **ECONOMIC DEVELOPMENT COORDINATOR – STURGIS ECONOMIC DEVELOPMENT CORP (SEDC)**

SEDC is seeking an Economic Development Coordinator – a self-starter with integrity, transparent and open communication, ability to keep confidentiality, and motivation to make an impact in Sturgis, Summerset, and throughout Meade County.

Sturgis Economic Development Corp is a 501 (c) 6 non-profit economic development organization that exists to actively pursue economic development by assisting expanding or new business, industry and housing in Sturgis, Summerset and Meade County.

The Economic Development Coordinator will be responsible for working with business, industry, government, education and others as appropriate in the identification of business development needs in Sturgis, Summerset, and throughout Meade County. Perform work related to planning, organizing, and coordinating activities that enhance economic development including developing and implementing short and long-term economic development programs, serving as a liaison between partner organizations, groups, individuals, etc. and, identifying and evaluating marketing opportunities. This position is Exempt and the individual will report directly to the SEDC Executive Director.

### **ESSENTIAL JOB FUNCTIONS**

- Develop and maintain effective working relationships with employers through Business Retention and Expansion Visits throughout Meade County.
- Develop and maintain regular contact with employers to monitor workforce matters, including city, county, and state officials throughout Meade County.
- Developing and implementing new programs based on current trends in the industry.
- Preparing reports on economic development activities.
- Gather, analyze, and process data on a local, regional, state, and national level.
- Organize, plan, and execute development events as necessary for various projects.
- Coordinate, create, and manage social media content and campaign calendars.
- Manage and grow online community engagement through informative and creative messaging to build awareness.
- Creation and distribution of email and newsletters through automated email marketing tools.
- Participate in professional development through appropriate conferences, workshops, seminars, or webinars.
- Researches, prepares and gives presentations at a variety of meetings and/or outreach events.
- Provides planning input in support of SEDC goals and objectives.
- Perform other duties as assigned.

## **QUALIFICATIONS AND REQUIREMENTS INCLUDE:**

- Education: College degree or equivalent experience.
- Knowledge of economic development principles and practices is helpful but not required.
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects.
- Leadership Skills: must include transparency, high integrity, and high self-motivation.
- Team Building: ability to bring people of varying perspectives together for a common good.
- Community: Participate in and be a resource to local community and economic development groups and units of government.
- Communications: strong written and verbal communication skills; strong listening skills also required; communicating effectively with a variety of individuals.
- Public Speaking: strong public speaking ability required.
- Technology: proficient with normal industry and office software and equipment.
- Residency is highly encouraged within Meade County.
- Evening and weekend hours maybe necessary to attends events, meetings, etc.
- ***Competitive compensation + benefits include:*** Salary \$50,000 - \$60,000. Final offer dependent upon qualifications and experiences of the successful candidate as well as final Board approval. Benefits include Health, 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 possess a valid driver's license and reliable transportation. Must be able to drive and/or ride long distances; nighttime driving is necessary. Must be able to converse by phone and in person with customers and clients. 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 Executive Director. 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. SEDC contracts with Black Hills Special Services Coop (BHSSC) for employment services. Employee will be hired through BHSSC and contracted through SEDC to execute the position.

Interested parties can submit their cover letter, resume and references to Amanda Anglin, Executive Director, Sturgis Economic Development Corp at [amanda@sturgisdevelopment.com](mailto:amanda@sturgisdevelopment.com). Questions can be asked by calling 605-206-0395 or by emailing [amanda@sturgisdevelopment.com](mailto:amanda@sturgisdevelopment.com)

*SEDC is an equal opportunity provider, employer and lender.*