



Executive Director

Location: West Liberty, IA

WeLead West Liberty (a non-profit 501c3 organization) is seeking a dynamic leader for the full-time position of Executive Director of Economic Development for West Liberty. This Executive Director will actively develop, recruit and promote Economic Development in West Liberty. The Executive Director with the support of the board, manages the day to day operation of the WeLead organization (West Liberty Economic Area Development); formulates and carries out the short-term objectives to advance the board's long-range plan; follows operating procedures in compliance with local, state and federal laws, and policies set by the board.

West Liberty is a unique and vibrant community located less than 20 miles from downtown Iowa City. Regionally we participate in both the Quad City and ICR Iowa (Iowa City Cedar Rapids) economies. West Liberty has amazing infrastructure and unique assets for a community of this size. We have passionate local leadership, the community has been designated both a Smart Rural Community and Gig Certified with the Fiber network of Liberty Communications, and the upgrades to our water, wastewater, recycling and electric services have us poised for growth from an industrial and residential perspective. Our community is diverse in language and culture, with more than 52% of our residents acknowledging Latino ethnicity. The high school has been ranked #1 in the state of Iowa according to US News and World Report. The school has a dual language program resulting in more than 51% of our high school students speaking both Spanish and English or working to become bilingual. Our largest employer is certified land fill free and we have an active Downtown Task Force focused on revitalizing our historic downtown district. We also have a shovel ready industrial park with approximately 55 acres available.

WeLead is a drug-free workplace and committed to diversity and inclusion. The essential functions listed below are representative of duties performed by this job title. Duties generally include but are not limited to the following:

GENERAL DUTIES:

- This position will work closely to coordinate with all area group organizations and governmental bodies to help accomplish the shared vision to improve the community prosperity, standard of living and quality of life through planning and development.
- This position is responsible for program and budget management, volunteer management, and all program marketing and social media initiatives.
- The executive director is responsible for industrial recruitment, business retention and expansion, and the promotion of all commercial development.

- The director is responsible for leading quality of place initiatives that improve our ability to attract and retain workforce and to improve and increase housing units available for our growing population.
- The person will serve on local, regional and statewide organizations in support of Economic and Community Development.

GENERAL RESPONSIBILITIES:

- ***Board of Directors:*** Participates in all Board and committee meetings. Responsible for maintaining a strong working relationship with the Board and prepares reports for Board meetings.
- ***Policy Formation and Implementation:*** Supervise the implementation of all Board policies. Provide Board with adequate information to help it reach sound decisions that abide with Board policies.
- ***Legal and Ethical:*** Avoid conflicts of interest. Serve the community as whole rather than specific community groups/organizations. Maintain independence and objectivity.
- ***Fiduciary:*** Need to comply with the three legal fiduciary duties related to their work: the Duty of Care, the Duty of Loyalty, and the Duty of Obedience.
- ***Staff and Administration:*** Supervise the selection, hiring, development and evaluation of staff members.
- ***Budget:*** Prepare & present an annual budget and submit it to the board for approval. Provide adequate monthly information to the board about the financial status of the organization. Fundraising, membership drives and presentations to City and County supporters is a necessary function of this position.
- ***Public Relations:*** Represent the organization in all dealings with other organizations, individuals and the community. Promote a positive image of the organization in the community.
- ***Strategic Planning:*** Work with the board on Welead's long-range plan. Implement short-range objectives to meet the goals of the 2018 Strategic Plan. Report monthly to the board on progress toward organizational objectives and other issues of concern to the board.

DESIRED QUALIFICATIONS:

- Economic Development experience is preferred.
- Grant Procurement experience is preferred.
- Demonstrated Public Relations experience is required.
- Demonstrated Leadership skills are required.
- Excellent Verbal and Written Communications skills are required.
- Strategic Planning and Organizational Goal Setting skills are preferred.
- Experience managing volunteers and employees is required.
- Marketing and Social Media is preferred.
- Bachelor's degree preferred, 4 years of relevant professional experience is required.

- Must be able to complete a background check and substance abuse testing.

Provisions listed in this Job Description may be changed or modified by WeLead without prior notice at any time, at the organizations sole discretion.

Please submit resume, cover letter and contact information for three references to apply for this position. Applications should be mailed or emailed by November 16, 2018.

WeLead Board of Directors
Dr. Dana Nelson, Board President
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