



POSITION DESCRIPTION

Position: Executive Director

Summary: The Executive Director is responsible for carrying out the mission of the Vadnais Heights Economic Development Corporation (VHEDC) by providing leadership to the Board of Directors and committee members. They will also develop and maintain relationships with key stakeholders: including investors, city staff, elected officials and other outside groups.

Key Areas of Responsibility

Develop relationships with area businesses to encourage their retention and growth.

- Partner new and existing businesses.
- Develop programming that provides value and supports the needs of area businesses
- Lead business retention efforts.

Nurture relationships with local city and county officials.

- Attend city council meetings when agenda includes items of general concern for the businesses.
- Communicate and coordinate shared goals and strategies
- Be aware of regional economic development initiatives and issues
- Partner with businesses and interested stakeholders to support appropriate economic development
- Attend local meetings that will impact the NE Metro business community as needed
- Communicate concerns and initiatives of other area organizations, when appropriate

Lead and inspire the VHEDC Board of Directors and committee members to achieve the goals of the VHEDC.

- Communicate the overall vision/mission of the organization
- Ensure that all board members have a clear understanding of goals and expectations of the organization
- Recruit members to the Board of Directors and its committees
- Create and support committees necessary to carry out the objectives of the organization
- Plan and organize meetings of the Board of Directors and help the board to stay focused and achieve the organization's mission/vision.

Overall responsibilities for event/program administration and communications.

- Plan, coordinate and execute VHEDC events.
- Market VHEDC events through various communication methods including social media
- Oversee and execute weekly VHEDC newsletter
- Oversee website content to ensure it is current and relevant

Develop the goals and strategies necessary for the VHEDC to accomplish its objectives

- Conduct an annual strategy meeting with the Board of Directors to review annual and long-term goals and develop strategies to accomplish these goals
- Ensure the goals and strategies are clearly stated and communicated to the board
- Determine the actions and timelines to measure success of goals

- Encourage and oversee committee involvement in various initiatives of the VHEDC that supports VHEDC strategy and goals

Overall responsibility for VHEDC finances and administration.

- Maintain the accounting and financial records in close partnership with the treasurer
- Create annual budget for approval by Board of Directors
- Develop and oversee execution of all fundraising, grants, contracts, and applicable insurance to sustain a viable organization
- Monitors/supervises work of 3rd party contracts; e.g. administrative assistant, website contract, etc.
- Assure contract entered into on behalf of VHEDC are maintained; e.g. Directors & Officers insurance, event insurance, etc.
- Ensure that the by-laws are current and followed
- Ensure accurate maintenance of investor database
- Prepare monthly board agendas and distribute
- Plan and lead monthly executive committee meetings in preparation for board meetings

Skills/Experience Requirements

- Bachelor's degree in public administration or related field preferred
- Three (3) years-experience overseeing a membership organization and volunteer committees preferred
- Proven success with building and developing business relationships to achieve goals
- Possesses a high degree of interpersonal and communications skills both written and verbal.
- Self-starter, ability to work independently and multitask
- Previous experience working with economic development
- Ability to handle a high work load, manage multiple projects and is highly organized
- Comfortable with public speaking and presenting the organization at area events
- Computer savvy with proficiency with Microsoft suite programs, specifically Word, Excel and Powerpoint and social media tools

Physical Requirements

- Ability to work a flexible schedule, which at times includes evenings and weekends
- Local travel in the metro area 75% of the time to attend meetings and business functions
- Ability to work from home or remotely
- Ability to work 80 – 120 hours per month

To apply, please send resume to becky.bjorgum@innovize.com. To learn more about VHEDC, visit www.vhedc.com.

About VHEDC The VHEDC is a private non-profit organization made up of investing businesses since 1984. Its mission is to enhance economic development in the NE Metro area through the attraction, retention, and expansion of existing businesses and industries. This will be accomplished by serving as a conduit of economic development resources, building collaborations with strategic partners, and providing advocacy. For more information about the VHEDC, visit www.vhedc.com.