

Smoky Hill Development Corporation, a private/public non-profit organization, is seeking a dynamic, results-oriented individual to lead economic development in Ellsworth County, Kansas. This is a full-time position that includes evening meetings and occasional travel.

JOB PROFILE: The Director is responsible for implementing programs to promote expansion/retention for existing business development, to recruit new businesses and to promote overall economic development throughout Ellsworth County. This person should have the ability to formulate and execute long-range plans and to continue to build the organization. Management activities include overall budget responsibilities, administering programs to expand the regional tax base, and to strengthen the quality and quantity of workforce. This innovative leader will work in collaborative partnerships with community and business leaders, governmental officials and numerous local and regional organizations.

RESPONSIBILITIES: Aggressively sell Ellsworth County, Kansas; Contact prospects that result in quality job creation and overall community wealth; Establish and maintain close working relationships with the Kansas Department of Commerce; Build, organize and maintain a database of information that is readily available to prospects; Manage the finances and day-to-day operations of the organization; Organize public events that promote new and expansion developments in Ellsworth County.

EDUCATION: Associates degree in Business, Finance or equivalent training. Bachelors Degree in Business, Community Development, Economics, Marketing, Public Administration, Finance or related field preferred.

QUALIFICATIONS: Strong leadership skills, administrative, fundraising, and exceptional communication skills needed. Successful applicants must demonstrate business administration, public administration, finance, urban planning or related fields, considerable computer expertise, including the ability to develop spreadsheets and PowerPoint presentations. Experience in web maintenance is also desired. Experience in economic development area preferred.

Interested candidates should submit a letter of interest, resume, salary history and three work-related references to the SHDC Search Committee, P.O. Box 321, Ellsworth, KS 67439 or smokyhilldc@yahoo.com. Competitive salary with benefits, including KPERS. Salary DOQ. Position will remain open until filled. EOE