

**- PUBLIC NOTICE -**  
**EMPLOYMENT OPPORTUNITY**  
**Jackson County Economic Alliance Director**

**The Jackson County Economic Alliance Board of Directors are in search of candidates to fill the position of Director.**

Interested applicants should submit a resume, cover letter and salary requirements by  
September 1, 2021 to:

Becki Chapin, Human Resource Administrator  
201 W Platt Street  
Maquoketa, IA 52060

Or email [bchapin@jacksoncounty.iowa.gov](mailto:bchapin@jacksoncounty.iowa.gov)

- The Director works closely with area economic development communities and officials to promote the business and economic development of Jackson County including directing the organization to carry out the mission of the Alliance.
  - The Director shall be responsible for the general management and coordination of organizational activities related to the expansion and recruitment of county-wide business and industry, the support of entrepreneurship, and the community development.
- Ideal candidates will have a minimum of three years relevant professional experience in economic development, tourism or Chamber of Commerce experience including working for a board of directors or similar governing body. Candidates possessing transferable marketing and sales experience will also be considered.
- This is a full-time position reporting to the Board of Directors; salary and benefits will be commensurate with experience.
  - More information can be found at [www.thejcea.org](http://www.thejcea.org)

*This position will remain open until filled*

Jackson County Economic Alliance is an Equal Employment Opportunity Employer

**JACKSON COUNTY ECONOMIC ALLIANCE DIRECTOR**  
**Position Description**

**Reports To:** Jackson County Economic Alliance Board of Directors

**FLSA Status:** Exempt

**Supervision Duties:** Director supervisors other JCEA employees.

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**SUMMARY OF POSITION**

The Director shall be responsible for the general management and coordination of organizational activities related to the expansion and recruitment of county-wide business and industry, the support of entrepreneurship, and the community development. Directs all planning aimed at deciding methods to be used in carrying out the organization's overall objectives. Coordinates and directs the organization to carry out mission of JCEA.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbent may perform other related duties as required or directed to meet the ongoing needs of the organization.*

**BUSINESS DEVELOPMENT**

The Director will identify and pursue targeted business and industry prospects while developing working relationships with local business and industry to support the sustainability and growth of the County's existing employers. These efforts will include implementing Location One Information Services (LOIS) on behalf of the communities in Jackson County. The Director will also assist with the County's entrepreneurial/small business efforts, providing potential businesses with information on start-up, business plans, marketing, and financing strategies.

**COMMUNICATIONS & MARKETING**

The Director will coordinate the organization's internal and external marketing/ communication efforts utilizing, but not limited to, public relations, newsletters, brochures, website, social media, business visitation, tourism guides, and event planning. These efforts will include the implementing of new or emerging promotional strategies and tools to reach the organization's diverse audiences. The Director will also represent JCEA, Jackson County, and the region at the local, state and national level, including workshops and conferences.

**LEADERSHIP & BOARD RELATIONS**

The Director will provide leadership and guidance for the development of JCEA's strategic development plan and operational goals and updating the plan throughout implementation. The Director will assist in briefing new Board members and investors. Identifying organizational funding strategies for the Board's consideration, as well as grant opportunities that may be appropriate for community and/or county development efforts is required.

## PARTNERSHIPS & COLLABORATION

The Director will maintain and expand communication and collaboration with the Jackson County Board of Supervisors and City Councils, as well as assist the East Central Intergovernmental Association (ECIA) with its update of economic programming for Federal reporting requirements and Comprehensive Economic Development Strategies (CEDs).

The Director will facilitate partnerships, collaborations, and networking opportunities with the following organizations: Iowa Economic Development Authority, Iowa Workforce Development, Iowa Finance Authority, Iowa Department of Cultural Affairs, ECIA, Professional Developers of Iowa, Community Foundation of Jackson County, University of Iowa, CIRAS, local utility providers, and other applicable organizations.

## ORGANIZATIONAL MANAGEMENT

The Director will supervise day to day operations of the organization including the hiring, discharging, training, and reviewing of support staff. Operations include the maintaining and purchasing office equipment, furniture, supplies, computers, and computer programs, as well as ensuring all staff and volunteers are properly trained as needed or required.

## FINANCIAL RESPONSIBILITY

The Director will assist in the preparation of the annual budget and present bi-monthly budget reports to the JCEA Board of Directors.

## **MATERIALS AND EQUIPMENT**

Must have proficient computer skills, including proficiency in use of standard Microsoft Office programs including Excel, Word and Outlook, telephone, copy machine and all other standard office equipment. Must have the ability to become proficient in the use of software customized for the JCEA.

## **MINIMUM QUALIFICATIONS REQUIRED**

### Education and Experience:

Must be 18 years of age and have either a High School Diploma, general education degree (GED) or (HiSET) High School Equivalency Test certificate. Ideal candidate will have a minimum of three years economic development, tourism, or Chamber of Commerce experience, including working for a board of directors or similar governing body. Transferable marketing and sales experience also desired.

### Knowledge, Skills, and Abilities:

The requirements listed below are representative of the knowledge, skill and/or ability required to perform the essential duties:

- Must exhibit sound professional judgment.
- Must exhibit accuracy, attention to detail, excellent organizational skills and the ability to prioritize and meet numerous deadlines specific to all facets of work involved.
- Must be trustworthy, able to respect confidential matters.

- o Must exhibit a professional demeanor and attitude with the ability to establish and maintain effective working relationships with county and city officials, investors, and the general public.
- o Must represent Jackson County in a professional manner.
- o Must maintain regular and punctual work attendance.
- o Must have the ability to work independently without direct supervision.
- o Must be skillful in dealing with the diverse needs of the community.

Licenses and Certifications:

Must possess a valid state driver's license and maintain insurability under the JCEA insurance policy.

Physical Demands:

- o Sitting/Standing: Remaining in the seated position or on one's feet in an upright position for long periods of time.
- o Walking: Frequently.
- o Lifting: Occasionally raising or lowering an object from one level to another (includes upward pulling) up to 50 lbs.
- o Carrying: Occasionally transporting an object, usually holding it in the hands or arms, or on the shoulder.
- o Dexterity/Handling: Frequently seizing, holding, grasping, turning, picking, pinching, or otherwise working with hand, hands, or fingers (e.g. operating a computer and other office machinery, preparing written materials for public distribution).
- o Talking: Frequently expressing or exchanging ideas by means of the spoken word to impart oral information to others, including members of the public, and to convey detailed spoken instructions to others accurately. Public speaking to groups.
- o Hearing: Frequently communicating with others, including members of the public. Must be able to interpret questions and exchange accurate information in these situations.
- o Vision: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading; and determining the accuracy, neatness, and thoroughness of the work assigned.

Working Conditions:

Incumbent mainly works indoors in an office setting; limited exposure to varied outdoor weather conditions may occur.

Some travel required.

All with or without reasonable accommodation.