

POSITION DESCRIPTION

Position: Executive Director

Summary: The mission of the Vadnais Heights Economic Development Corporation (VHEDC) is to be an advocate for businesses on local and legislative governmental affairs, provide business education and training opportunities and to be a source for networking opportunities in the City of Vadnais Heights and surrounding communities. This will be achieved by nurturing economic development and redevelopment to maintain and improve the business climate in the area.

The Executive Director for VHEDC is responsible for ensuring the organization's success in carrying out its mission through leadership to the Board of Directors and committee members, and developing and maintaining relationships with businesses in the city and city officials.

Key Areas of Responsibility

Develop relationships with area businesses, encouraging their retention and growth.

- Welcome new businesses.
- Annually administer a business retention survey.
- Develop programming that provides value and supports the area business needs.

Develop relationships with city officials including surrounding communities and Ramsey County officials.

- Attend city council meetings when agenda includes items of general concern for businesses.
- Communicate and coordinate with city official shared goals and strategies.
- Be aware of city economic development initiatives and issues, including the overall development and redevelopment plan for the city.
- Support appropriate economic development within the city and surrounding communities.
- Find ways to assist city and businesses in working together.
- Attend other local meetings that impact the Vadnais Heights Business Community.
- Support involvement in the area Chamber of Commerce by appointing a representative from the VHEDC Board or attending as representative.
- Communicate VH issues, concerns and initiatives to other area organizations, when appropriate.

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

- Communicate the overall mission/vision of the organization.
- Ensure that all board members have a clear understanding of the goals 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 to help ensure their success.
- Attend meetings of the VHEDC Board of Directors and help the board to stay focused on the organization's mission/vision.
- Oversee execution of all fundraising events of the organization.

Develop the goals and strategies necessary for the VHEDC to accomplish its objectives and follow through to ensure the implementation of these strategies and the achievement of the goals.

- Annually hold a strategy meeting for the Board of Directors to establish annual and long term (3-5 year) goals and develop strategies to accomplish these goals.
- Ensure that the goals and strategies are clearly stated and communicated to the board.
- Determine actions and set timelines to measure success of goals.
- Encourage and oversee committee involvement in the various initiatives of the VHEDC that supports VHEDC strategy and goals.

Overall responsibility for the VHEDC finances and administration.

- Oversee the maintenance of the accounting records and work with treasurer to maintain financial records.
- Create annual budget for approval by Board of Directors.
- Ensure maintenance of accurate membership database.
- Ensure communication of upcoming meetings/**events** to area businesses and members.
- Prepare monthly board meeting agendas and distribute.
- Prepare and present annual report to Board of Directors.
- Conduct annual meeting.
- Oversee website content to ensure it is current and relevant.

Skills/Experience requirements:

- Previous experience overseeing a membership organization and overseeing volunteer committees.
- Has proven success with building and developing business relationships.
- Has the ability to establish goals and set strategies to achieve those goals for a membership organization.
- Experience working with city administrations and councils in driving for the good of a community.
- Previous experience advocating for businesses and organizations.
- Has led change management or transformational change for other organizations.
- Has availability during normal business hours for some activities, evenings for others.
- Can commit to 80 - 120 hours per month.