

# Wagner Area Growth, Inc.

## **Mission:**

"Connecting entrepreneurs and community members with opportunity while working to create a higher quality of life for southern Charles Mix County residents."

## **Executive Director Job Description**

The Executive Director, also known as Economic Development Coordinator or Director of Economic Development, of Wagner Area Growth, Inc. helps guide the growth and development of the Wagner area. The Wagner Area Growth Executive Director has overall responsibility for implementing the programs and strategic plan of the organization. The Executive Director works for the Board of Directors and is accountable for executing the policies, procedures and mission of the Corporation. The Executive Director must continuously strive to improve the effectiveness of the organization by evaluating responsiveness to the community and the mission. The Director serves as the spokesperson to the Wagner Area Growth investors, city and county commissions, statewide organizations and the general public. Executive Director of Wagner Area Growth also serves as Executive Director for the Wagner Chamber of Commerce.

## **Qualifications/Skills:**

- Must have a High School Diploma or G.E.D.
- Background in business management, marketing, public relations or associated private or public sector experience.
- Familiarity with budgeting and fundraising.
- Must have a valid South Dakota driver's license and have access to a personal vehicle for business related travel.
- Must have the ability to work as part of a team and deal with a variety of personality types, individuals, and work situations.
- Must be able to follow instructions and work with minimal to moderate supervision.
- Must have good writing and oral presentation skills.
- Must be able to use a computer to include: Microsoft Word, Excel, Power Point, Internet, and Email and operate other office equipment as assigned.
- Must be able to keep confidential information.
- Must have excellent public relation abilities.
- Must have the ability to demonstrate leadership and organizational skills.
- Must have an interest in city government and the community development of Wagner.

## **Duties and Responsibilities:**

- Compile information on development resources and opportunities.
- Identify and host potential primary employers.
- Participate in appropriate local, regional and statewide development associations and Initiatives.
- Facilitate the fundraising for the Wagner Area Growth budget, including research and preparation of grant and other funding applications to support economic development programs.
- Responsible for the fiscal integrity of the organization including developing and monitoring budgets and providing monthly financial statements to the board
- Establish and maintain relationships with regional and statewide resource providers
- Respond to development inquiries involving existing, expanding or new business.
- Facilitate the exchange of information pertaining to community and development issues.
- Assist in preparing marketing and community promotional information.

- Maintain Wagner Area Growth, Inc. website ([www.wagnerareagrowth.org](http://www.wagnerareagrowth.org)).
- Compile information on local and regional social and economic conditions.
- Work with local organizations
- Will be required to update the City Council on local organization activities, programs and projects.
- Coordinate monthly Chamber of Commerce meetings and activities.
- Introduce oneself to existing business owners, discuss opportunities or concerns, on a quarterly or as needed basis.
- Ability to handle multiple projects at once.
- Work load and projects may change unexpectedly. Must be able to adapt to change in duties or project assignments.
- Provide leadership for community and economic development and redevelopment efforts.
- Plan, direct, organize, and administer the operations of the corporation.
- Identify and develop strategies for potential community and area needs such as housing, workforce development, and community enhancements.
- Develop and implement marketing strategies to attract a diversified base of industrial, technology, agricultural and retail business.
- Assist existing businesses and industries with expansion and support entrepreneurial development in the area.
- Manage the Industrial Park and other properties owned by the corporation.
- Maintain positive public relations with the investors, media, City, County, all governmental agencies and the community in general.
- Encourage favorable community attitude toward economic development.
- Collaborate to develop strategies that enhance the community's economic base.
- All other duties as assigned by the Wagner Area Growth Board of Directors.

Frequent area travel is required. Some evening hours are required. Residency within Wagner Community School district is required. A salary commensurate with qualifications accompany this position.

Please submit a letter of application and resume with referrals by e- mail to Roger Schroeder at [ssmasonry@hcinet.net](mailto:ssmasonry@hcinet.net) or by mail to:

Wagner Area Growth  
 PO Box 697  
 Wagner, SD 57380

Direct questions to: Wagner Area Growth President, Roger Schroeder: (605) 491-0754 or Vice-President Maverick Hill: (605) 491-4829  
 Closing date: Open until filled