

**Executive Director
Lake Area Improvement Corporation
Madison, South Dakota**

The Lake Area Improvement Corporation (LAIC) seeks a full time Executive Director to serve Madison and Lake County, South Dakota.

LAIC is a non-profit 501 (c) 3 corporation. The Executive Director has overall responsibility for implementing the programs and strategic plan of the organization and reports to the Board of Directors.

Qualifications:

- Four-year degree in a relevant field of study or equivalent years of experience
- Minimum of 3 years management and/or economic development experience
- Clear understanding of marketing, business development, real estate and commercial development, sales and leases, strategic planning, and negotiation
- Familiarity with budgeting, financial and tax reporting
- Excellent verbal, written and presentation skills
- Strong analytical, problem-solving, and organization skills with the ability to manage staff, as well as multiple projects
- Ability to fund raise
- Valid driver's license

Responsibilities:

- Provides leadership for community economic development and redevelopment efforts.
- Develops visionary strategies to enhance the potential needs for the community and surrounding area.
- Responsible for the fiscal integrity of the organization including developing and monitoring budgets and providing monthly financial statements to the board
- Serve as the spokesperson for the organization to the investors, city and county commissions, statewide organizations and the general public
- Assist existing and prospective businesses and industries with expansion and growth
- Supervise current staff of one

Frequent area travel is required. Some evening hours are required. Residency within Lake County, South Dakota is required. A salary commensurate with qualifications and an excellent benefit package accompany this position.

Please submit a letter of application and resume by e- mail to Kari Blom Kari@MadisonWorks.com or by mail to:

Lake Area Improvement Corporation
Selection Committee
P.O. Box 32
Madison, SD 57042

Direct questions to: LAIC President Mike Malone (605) 270-2395

Closing date: January 21, 2019

Lake Area Improvement Corporation is an Equal Opportunity Provider and Employer.

**Lake Area Improvement Corporation
Executive Director
Job Description**

The Lake Area Improvement Corporation 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 LAIC's investors, city and county commissions, statewide organizations and the general public.

Other Responsibilities and Essential Duties:

Maintain the fiscal integrity of the organization including developing and monitoring budgets and providing monthly financial statements to the board.

Provide leadership for community 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.

Maintain involvement in organizations that promote local, regional, state and national economic development.

Research and prepare grant and other funding applications to support economic development programs.

Residency in Lake County is required.

Other duties as assigned by the Board of Directors.

Minimum Qualifications

- Four-year degree in a relevant field of study or equivalent years of experience Minimum of 3 years management and/or economic development experience
- Clear understanding of marketing, business development, real estate and commercial development, sales and leases, strategic planning, and negotiation
- Excellent verbal, written and presentation skills
- Strong analytical and problem-solving skills
- Familiarity with budgeting, financial and tax reporting
- A high degree of organization with the ability to manage multiple projects
- Experience in supervising staff
- Ability to fund raise
- Valid driver's license
- Volunteer governing board experience a plus

Physical Qualifications

- Work environment is generally a climate-controlled office with adequate lighting and low noise levels. Requirements include continuous sitting, occasional standing, walking, stooping/bending, climbing stairs, and kneeling. Frequently lifts 10 pounds and occasionally up to 25 pounds, reaching occasionally both overhead and below shoulder level.
- This position requires effective communication and interaction skills including speaking, hearing, and vision capabilities, as well as finger dexterity.
- Periodic travel by automobile or airplane is required. Occasional overnight stays may be required.