



Superior California Economic Development

350 Hartnell Avenue, Suite A, Redding, CA 96002

(530) 225-2760, Fax (530) 225-2769

POSITION DESCRIPTION

Position: Executive Director

Location: Although some duties may be periodically performed remotely, incumbent is expected to work locally out of the SCED office in Redding, California.

Reports To: Board of Directors

Salary Range: \$90,000-\$125,000 annually

Organization:

The Superior California Economic Development District (SCEDD) was formed in 1979 through a Joint Powers Agreement with the four counties (Modoc, Shasta, Siskiyou, Trinity) and operated as a Joint Powers Authority until 2009, when it transferred its operations to Superior California Economic Development, Inc. (SCED) and now operates as a 501(c)(3) not-for-profit organization.

SCED's annual budget averages around \$1 million through state and federal contracts, loan fees and interest, city and county memberships, and other private donations. Total staffing ranges between 8-10 employees, depending on current funding.

SCED's objective is to stimulate the region's economy by facilitating investments, creating jobs, retaining existing business and developing new business. Working with new businesses, SCED provides information on development costs, identifies sources of financial assistance, targets areas of growth and makes introductions to professionals in the development community.

SCED offers the following programs and services to companies seeking to locate or expand in the region.

- Community and regional economic planning assistance
- Small business development financing
- SBA 504 loan packaging service
- Small and micro business development assistance

Function:

The Executive Director is responsible for providing high-level support and guidance toward administering the approved Comprehensive Economic Development Strategy (CEDS) and managing the organization consistent with its business objectives. In collaboration with management staff, the Executive Director drafts and proposes long- and short-term corporate goals and objectives and directs staff to implement board directives and policies. The Executive Director regularly and actively engages with the communities of all four counties in SCED's service area to assist with their economic development needs.

Duties & Responsibilities include, but not limited to:

- Develops the service objectives and programs of the organization with planning and budgeting for accomplishment and submits to the board of directors for review and approval. Reports to the board regularly concerning the progress in fulfilling these objectives including the organization's financial condition.
- Proposes to the board of directors the principal policies of governing the organization, then carries out their policies. Informs the board on legislation and other current issues that may affect these policies and/or general operations of the organization.
- Fosters collaboration with and amongst regional economic development organizations and governmental agencies in SCED's service area as well as in the surrounding counties.
- Reviews the major objectives, plans, budgets, and policies with staff. Provides guidance and supervision as warranted to ensure conformance.
- Manages the overall organization including the assignment of functions to staff and major personnel actions, obtaining approval of the board of directors as appropriate. Provides regular performance evaluations of direct reports and creates performance goals and/or improvements as required.
- Executive oversight of programs, administers funds, executes documents, and negotiates contracts including assuring required program and financial reports are prepared and submitted in a timely manner.
- Cultivate and maintain those personal contacts which are vital to the objectives of the organization in the business, political, and commercial communities.
- Represents, with the approval of the board of directors, the organization at those functions, events, hearings, and conferences which serve to further the service objectives.
- Provides executive oversight and ultimate accountability for SCED's loan and economic development programs, regularly performing and participating in community outreach and day-to-day tasks in both.

Education and Experience:

Education and training equivalent to a bachelors degree from an accredited college or university in business administration, public administration, economics, or closely related field. A minimum of five years of increasingly responsible professional experience in economic development, financial management, development lending, industrial or commercial development, or supervision of a comprehensive economic development program.

Knowledge and Skills:

- Experience in an administrative or staff capacity in program analysis of industrial, commercial, or economic development projects
- Experience in grant writing, fund raising and membership expansion
- Experience in the analysis of resources available for business expansion or retention
- Effectively work with a wide variety of public and private policy-making agencies and officials. EDA and SBA experience highly desired.
- Proven ability to administer a \$1 million+ budget and varying staff capacity and dynamics
- Knowledge of public and private sector finance
- Knowledge of state and federal economic development legislation
- Experience facilitating and reporting to a board of directors
- Experience in public speaking and media interviews
- Experience in management and leadership

Personal Traits:

- A stable and upwardly progressive career pattern
- A superior work ethic and attitude in addition to a solid professional appearance which makes a favorable first impression
- An entrepreneur or experience with business ownership
- A self-starter able to act independently with a minimum of supervision
- Proactive and assertive with diplomacy and tact
- Self-confident and persuasive; a good negotiator coordinating a wide range of diverse interests
- Able to see the big picture
- Able to serve as a catalyst
- Able to inspire trust
- Results oriented, a proven "doer"
- Possess excellent interpersonal skills and strong writing and analytical abilities
- Able to lead, build staff morale, delegate without abdicating responsibility, positively motivate and supervise

Travel Requirements:

While performing the duties of this position, the employee is occasionally required to travel outside of the assigned work area. Travel may include, but not limited to Trinity, Siskiyou, and Modoc counties as well as conferences/training in other locations as appropriate. Possession of a valid driver's license is required.

Physical Demands:

In order to successfully perform the various duties of this job, the employee is frequently required to sit for extended periods, handle or feel objects, tools, controls and reach with hands and arms, occasionally required to stand, walk, lift and/or move up to 10 pounds - 25 pounds for person handling supplies, regularly required to talk and hear. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Physical demands described here are representative of those that must be met by every employee. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Superior California Economic Development
is a Drug Free Workplace and Equal Opportunity Employer**