

Title	Director of Nelson County Job Development Authority
Reports To	Executive Director, Red River Regional Council (who reports to JDA Board)

MISSION STATEMENT

The Nelson County Job Development Authority explores new business development opportunities, supports local community development efforts, and provides financial and technical assistance to develop and implement community and economic development projects.

POSITION DESCRIPTION

The Red River Regional Council (RRRC) provides economic and community development services throughout Nelson County via a contractual relationship with the Nelson County Job Development Authority (NCJDA) which is led and governed by the JDA Board of Directors. The JDA provides comprehensive economic and community development services to enhance the county tax base, grow economic opportunities through job growth and upskilling the existing labor force, and address any barriers to economic and community growth by developing holistic solutions. The primary duties of this key position include but are not limited to, full management responsibility for the development, administration, and implementation of comprehensive economic development programs and activities including business development, assistance programs and strategic planning.

ESSENTIAL DUTIES & RESPONSIBILITIES

This evolving role is generally outlined below:

Economic and Community Development

1. Develop annual work plan related to region's strategic plan with goals and metrics to review and adopt with the Board of Directors.
2. Market and solicit business applications for the Storefront Improvement Program and provide technical support.
3. Maintain working knowledge of business assistance programs, workforce development, community development, and finance package options to provide referrals, options, and be a continual resource for business owners and communities.
4. Maintain open and relational communications and friendly working relationships with businesses and major employers, providing two-way communications on current and forecasted issues and opportunities.
5. Constantly research best practices in other areas that could have value in Nelson County.

Workforce Development/Retention

1. Become a “Find the Good Life” community champion to provide potential recruitment and relocation assistance to newcomers (led by ND Department of Commerce).
2. Consider development and implementation of a Nelson County Career Builders Program which provides funding and educational support for workforce recruitment with businesses and the ND Career Builders Program.
3. Support regional workforce development/attraction efforts (led by Stacie Sevigny, Regional Director of Workforce Development, RRRRC).
 - a. Engage and serve on Advisory Committee.
 - b. Support youth activities such as Reality Check, Scrubs Camp, and more by serving on planning committees, soliciting financial support, etc.
 - c. In collaboration with regional Director of Workforce Development, build strong working relationships with Lake Area Career and Technology Center and area schools to provide Nelson County high school students with Work-Based Learning opportunities.

Tourism/Visitor Development

1. Assist with the implementation of the Destination Red River Plan through creating community connections, establishing local “Destination (your town) Teams”, and mentoring through suggested improvements for both the Nelson County community suggestions and the regional Destination Red River plan; serve on Destination Red River Regional Team.
2. Network and maintain strong working relationships with major visitor attractions staff and leadership (local and state).
3. Provide grant writing and educational services for local businesses to attract new customers.

Housing/Childcare Development

1. Support, advocate, and market current and potential housing programs to rehabilitate current structures or develop new housing units in Nelson County.
2. Network with childcare providers and understand issues and barriers to providing high quality childcare options. This includes providing educational information and networking to supportive services, resources, and best practices. It also includes educating individuals and organizations not in childcare about the issues and barriers.

Communications

1. Maintain strong positive internal and external communications, including regularly updating social media, e-newsletters, press releases, website content, etc.
2. Provide quarterly activity updates to the County Commission and communities. Attend county commission and city council meetings annually to provide updates, solicit input, and assess local needs.

Board of Directors and Financial Management

1. Solicit new board members to fill any vacancies and forward suggestions to the County Commission for appointments.
2. Welcome new board members with an onboarding packet of information.
3. Schedule, prepare for and hold bi-monthly meetings to consider any requests, strategic updates, related activities.

4. Prepare minutes for each Board of Directors meeting as the official record and approval by the Board of Directors.
5. Provide information for RRRRC Office and Fiscal Manager to maintain the financial records of the JDA including managing the loan portfolio, grant project requests, Storefront Improvement Program, and other programs and projects supported by the JDA.
6. In collaboration with the RRRRC Director, prepare the annual budget and make request to the County Commission.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Requires a bachelor's degree in economic development, marketing, business administration, public administration, or a relatable field
- Three to five years of relatable professional experience.
- Nelson County resident.
- Proficient in operating computer software/systems including graphic design software, website management systems, and social media applications.
- Ability to analyze, problem-solve, and think strategically. Positive, growth mindset with active curiosity and learning as a priority.
- Demonstrate knowledge of business development factors impacting business and community vitality.
- Have a strong familiarity with rural Region 4, particularly Nelson County, its attributes, and opportunities for residents.
- Have outstanding and authentic interpersonal, relationship-building, creative, organization, and communication skills. Highly self-motivated with the ability to multi-task effectively.
- Excellent written and verbal communication skills and comfort with public speaking.

OTHER REQUIREMENTS

- Regular travel within the county, northeastern North Dakota, and potentially out-of-state conferences and events. Occasional overnight travel necessary.
- Maintain timesheets on a weekly basis.
- Participate in bi-weekly staff meetings.

COMPENSATION PACKAGE

- Part-time position (20-24 hours per week).
- Salary range: \$20,000-\$25,000 annually depending on experience/qualifications.