

Job Posting

Executive Director, Southwest Idaho Rural Development

The Southwest Idaho Rural Development (SWIRD) has an immediate opening for an Executive Director. The Organization is a non-profit, 501(c) (3) organization dedicated to cultivating a diverse and strong economy within Glens Ferry and Elmore County. The principal duties of the Executive Director (ED) will be to promote economic development within the SWIRD service area, under the guidance of the Board of Directors.

The Executive Director directly supports the goal of preserving and strengthening the communities that lie within Glens Ferry and Elmore County areas. This position is multi-faceted, in that this position pursues business development, job creation and improvement of the standard of living in the encompassed SWIRD operational area. The position requires superior communication skills with a working knowledge of business; ability to work with multiple entities that consist of governmental and business professionals, and the ability to work independently with minimal supervision. The ED will implement associated plans such as the Glens Ferry Community Review, as well as any annual project plans; set priorities and budget, in consultation with the Board of Directors. The ED will be the public face of the SWIRD Organization.

Required Knowledge, Skills and Abilities

Knowledge of:

- Program planning, implementation and evaluation techniques;
- Community business development, municipal zoning, comprehensive planning;
- Financial accounting, grant resources and contract terminology.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Display integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Protect mutual economic development interests and prevent potential conflict of interest, actual or perceived;
- Demonstrate genuine and effective social networking skills and abilities.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in public administration, business administration or other related field; and
 - Considerable experience in business recruitment or economic development programs;
- OR
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the position as described.

This position will be funded in part by a grant from the State of Idaho Department of Commerce ED Pro Rural Development program. The intent of the position is to provide an ongoing position that will be funded through grants and community support. Grant writing abilities are an important part of the ongoing success of the position along with proven success by the applicant. The position of the ED Director is multi-faceted and fast-paced as the individual pursues opportunities in business retention, expansion and attraction. Key to the position will be quality job creation and overall improvements to the economic well being in the contracted SWIRD area.

Salary will be competitive and commensurate with experience and qualifications.

The Glens Ferry and the surrounding Elmore County area is a diverse region with recreation, agriculture, destination locations along with wide open views of southwest Idaho. Quality of life scores high in the area and those seeking an opportunity to immerse themselves in the area and experience a high quality of life should consider this position.

For questions or to apply, send your resume, cover letter and references to: City of Glens Ferry. P.O. Box 910, Glens Ferry, ID. 83623 or email to mayorgf@rtci.net.

Closes November 11, 2016.