

El Dorado, Inc.

Job Title: Assistant Economic Development Director

September 30, 2020

Reports To: El Dorado, Inc. Executive Director

The Assistant Economic Development Director will promote job growth and investment throughout the City of El Dorado, KS. The position will have an emphasis on industrial retention, expansion projects plus administrative overview of the El Dorado, Inc., 501©6. This position has the opportunity to become the Executive Director of El Dorado, Inc. in 2021.

This role might be right for you if...

- You have progressive experience in economic development and/or industrial development.
- You are a personable individual with excellent communication skills & the ability to facilitate dialogue.
- You have experience in land development and closing commercial real estate projects.
- You have a collaborative attitude to coordinate projects with community partners: El Dorado Chamber, El Dorado Main Street, City of El Dorado, Butler Community College and workforce/training partners.
- You have strong project management skills.

Required educational background:

- Bachelor's degree in Business, Management, Marketing, Communications, Real Estate or related field
- OR Associates degree in a related field with at least 7+ year's economic development experience.
- IEDC-Certified Economic Developers (CEcD), OU-Economic Development Institute (EDI) or NDC-Economic Development Finance Professional (EDFP) certification
- Or you are currently in the process of becoming certified.

Required knowledge and skills:

- 3-5 year's economic development and/or business development experience.
- Presentation skills to all levels of management and the public.
- Ability to communicate effectively and build relationships with the development community, regional partners, state partners, local stakeholders and the City of El Dorado.
- Developing and implementing organization/community strategic development plan.
- Developing & maintaining a comprehensive set of community economic data and analysis.
- Creating and managing a budget for a company or non-profit organization.
- Proficient using Microsoft Office programs such as Word, Excel, Publisher and PowerPoint.

Preferred Experience:

- Working with non-profit organizations or employment working with a Board of Director.
- Relating to and maintaining ongoing relationships with public officials.
- Reviewing and understanding business financial statements.
- Previous work with commercial real estate and land development projects.
- Coordinating data related to attracting new businesses.

Work Environment:

- Position is currently based in the El Dorado Civic Center and co-located with The El Dorado Chamber of Commerce. El Dorado, Inc. is currently considering other options.
- Position will interface with business owners, community members, government representatives, the City Manager with City of El Dorado and the El Dorado, Inc. Board of Directors.
- Due to the nature of the position, individual may be expected to work outside of normal office hours.

Please visit our website: <http://eldoks.com/298/El-Dorado-Inc> for more information about our organization and the community.

Our current marketing program can be found at: <https://www.developeldorado.com/>

First application review will be October 14, 2020

Applications will be accepted until the position is filled.

To Apply: email or mail the following to the address or email listed below:

- Cover Letter to include:
 - What makes you an ideal candidate
 - Salary requirement
- Resume
- List of your top five recruitment, expansion or retention projects. Please include capital investment, job retention, incentives and the assistance you provided in each project.

No phone calls please. Email applications and questions are preferred; or mail application to:

El Dorado, Inc.

RE: Assistant Economic Development Director Search

P.O. Box 350

El Dorado, KS 67042

Email: lkjolly@eldorado-inc.com

El Dorado, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other characteristic protected by law.