



Redwood Region
Economic Development
Commission

JOB DESCRIPTION

POSITION: Executive Director

REPORTS TO: Board of Directors

HOURS PER WEEK: 40

SUMMARY:

Under the general direction of the Board of Directors, the Executive Director has the overall responsibility for the development and management of RREDC programs and projects. This includes planning, coordinating, and implementing regional community-based economic development projects, overseeing the operation of a small business revolving loan program, administering grants and contracts, and overseeing a staff of three full- and part-time professional and administrative staff persons.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Board of Directors of RREDC and exercises direct supervision over RREDC staff. The Executive Director has considerable latitude for the exercise of independent judgement and decision making for the day to day operations of RREDC.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES:

Responsibilities and duties may include, but are not limited to, the following:

- Plans, coordinates, manages, monitors and implements a wide variety of activities related to community-based economic development.
- Oversees the activities of RREDC's Lender and manages the revolving loan fund. Duties include; oversight of and participation in loan program marketing, review of applications, deal structuring, loan recommendations, and loan collections.
- Identifies and evaluates potential funding sources for economic development activities.
- Prepares grant applications; manages grants and small business finance programs.
- Evaluates and recommends economic development projects.
- Prepares and monitors the annual operating budget; oversees RREDC accounting and audit procedures.
- Selects, trains, evaluates and supervises clerical, professional and technical staff.
- Represents RREDC as a liaison with various organizations and agencies dealing with economic development; ensures an effective role for RREDC.
- Promotes the economic development of the region through the provision of programs and services; provides a forum for the discussion of economic development projects.

- Plans and prepares agenda for RREDC Board and Executive Committee meetings; identifies policy issues for Board review; prepares reports, analysis and recommended action for the Board.
- Assists member agencies and other districts and agencies in identifying economic development needs; develops strategies and programs for said agencies.
- Supervises staff of professionals.
- Manages the multi-tenant “Prosperity Center” facility.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of small business finance and prudent lending.
- Principles, practices and methods used in community-based economic development planning and administrative and budgetary analysis.
- State, Federal and local laws and regulations relating to economic development.
- Sources of funding for economic development.
- Principles and practices of grant evaluation and administration.
- Applicable guidelines and standards affecting the administration and operation of public agencies.
- Rural economic development issues and, specifically, economic development issues facing California’s North Coast.

Ability to:

- Analyze issues, evaluate alternatives and make decisions or recommendations..
- Prepare applications for funding.
- Coordinate multiple projects and meet critical deadlines.
- Conduct economic and business feasibility research and analysis.
- Represent RREDC effectively in meetings and collaborate with other agencies and community groups.
- Interpret and apply laws, regulations, policies and procedures.
- Collect, evaluate and interpret information and data.
- Utilize word processing, spreadsheet, and presentation software. RREDC currently uses Microsoft Office products.
- Manage a business loan portfolio.
- Maintain accurate records and files.
- Negotiate contracts.
- Make clear, concise and effective oral and written presentations.
- Establish and maintain effective working relationships with those contacted in the course of work, including RREDC staff, other government officials, business leaders, community groups, the public and the media.

Desirable Experience and Education

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Five years of increasingly responsible experience in an economic development organization, commercial bank, or local government economic or community development department. Some experience in small business lending or managing a revolving business loan fund is desirable.

Education

Equivalent to a Bachelor's degree from an accredited college in urban or regional planning, public or business administration, economics, or community development.