



President & CEO Job Description

Title: President & CEO

Job Classification: Exempt, Full-time

Work Schedule: Monday – Friday; frequent evening and weekend hours. Ability to travel is required.

Reporting Relationship: The President & CEO reports to the Board of Directors of the Christian County Development Corporation dba Show Me Christian County.

Primary Accountability: The President & CEO serves as chief executive officer of the Christian County Development Corporation dba Show Me Christian County. He/she also serves as an ex-officio member of the Executive Committee. Employment, tenure, benefits, and compensation are subject to an employment agreement requiring the approval of the Board of Directors.

Major Duties:

- Develops strategic and tactical plans to successfully implement the SMCC's core mission
- Is actively involved in pursuing site and infrastructure development – convening partners and seeking opportunities for investment.
- Develops strategic plans and policies to assure adequate funding of the SMCC's programs and operations.
- Executes policies and goals set forth by the Board of Directors and recommends policies to the Board for fulfillment of the mission of the SMCC.
- Takes a leadership role in working with the cities in Christian County on their comprehensive plans.
- Collaborates with community leaders, interested parties and takes a leadership role in economic development projects.
- Working with community leaders, takes the lead in designing, creating, and implementing public/private partnerships to facilitate major economic development projects.

- Oversees a community relations program, which assures commitment to, or acceptance of, the SMCC goals and objectives.
- Serves as the primary spokesperson on policy matters for the SMCC.
- Enacts administrative and financial policies and controls, which assure sound fiscal and operational management of the SMCC.
- Recommends appointments of chairpersons of all board committees, task forces, and councils, as well as potential members of the board.
- With advice and counsel of the Chair, develops agendas for all executive committee, Board of Directors, and nominating committee meetings.
- Leads and motivates the staff of SMCC.
- Interviews, hires, and trains new employees.
- Plans, assigns, and directs work of the staff.
- Establishes job standards and appraises performance of the staff.
- Performs all other duties as assigned.

Residential Requirement:

The President & CEO must maintain his/her primary residence in Christian County upon employment and throughout his/her tenure.

No Dual Role:

The President & CEO will be expected to maintain this position as their only employment during their tenure with this organization.

Qualifications:

- Bachelor's degree from an accredited college or university required; degree in marketing, business, or a related discipline preferred.
- Five years' experience in economic development, chamber of commerce management, job and investment attraction, or substantial experience within business and industry or as a marketing/management professional.
- A combination of education and proven Economic Development experience may be considered in lieu of a degree.
- Certification as an economic development professional (CEcD) from the International Economic Development Council is highly preferred. Acquisition of other such certifications may be required during employment.
- Proficient knowledge in business planning and promotion, market analysis, relevant municipal legislation, and financial management.

- Strong, effective sales background with proven results.
- Relationship building skills and the ability to navigate and understand the complexities of working with local and state elected/appointed officials to get results are a must.
- Demonstrates skills and experience in vision casting for available sites and/or buildings to market to investors.
- Understand the changing dynamics of business and what is required to attract businesses to a community in such an environment.
- Ability to gather large amounts of data, analyze, evaluate, and disseminate in a succinct and effective manner. Demonstrated reporting, data analysis and research skills.
- Strong written and verbal communication skills; the ability to build and sustain relationships with targeted industry executives, site selectors, and industrial real estate professionals as well as local, state, and federal political groups and office holders.
- Ability to present accurate work with a strong attention to detail in a high pressure, fast-paced environment while being held accountable for overall results.
- Creative and strategic-thinking abilities.
- Strong organizational skills and the ability to coordinate multiple projects.
- Professional attitude and the ability to maintain confidentiality.
- Demonstrated ability to work independently and as a team member.
- Intermediate to advanced computer skills including Microsoft Excel, Word, PowerPoint, and various databases essential to analyze targets.
- Regional, national, and international travel may be required, including overnight travel; a valid Missouri driver's license is required, and a valid passport is strongly recommended.

Environmental and Physical Requirements:

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail.
- Ability and knowledge to use a cell phone, conference calling features and other uses.
- Ability to unpack and move supplies up to 50 lbs.
- Ability to work some evenings and weekends and attend events and meetings as required.
- Ability to successfully maintain a professional and deadline-oriented environment in an office setting.