

Executive Director Announcement
GoPolkCity
Polk City Chamber of Commerce & Economic Development

GoPolkCity is currently accepting positions for an Executive Director. The Executive director is responsible for functions within Polk City Chamber and Economic Development Corporation (PCCEDC). A copy of the Executive Director job description can be found below.

The starting salary range for the position is \$45,000. Please submit resume, cover letter, and 3 references to Chelsea Huisman, City Manager at chuisman@polkcityia.gov. Electronic submissions are required. Email or telephone inquiries for the position may be directed to Chelsea Huisman at 515-984-6233. Position will remain open until filled.

POLK CITY CHAMBER AND ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director is responsible for functions within Polk City Chamber and Economic Development Corporation (PCCEDC) as follows:

Economic Development:

Acts as the administrative officer for the Polk City Economic Development division. As a community liaison between the City of Polk City and potential prospects, this position will coordinate the process of contacting new business prospects, following up with appropriate marketing materials and city information, and offering assistance to the city staff throughout the economic development process. Duties also include development of new and existing membership of the Polk City Development Corporation (PCDC), while serving as the primary membership recruiter and point of contact for current and prospective members.

Chamber:

Acts as the administrative officer for the Polk City Chamber of Commerce division. This position is responsible for implementation of programs and policies as established by the PCCEDC Board of Directors. Duties also include development of new and existing membership of the Polk City Chamber, while serving as the primary membership recruiter and point of contact for current and prospective members; coordination and motivation of volunteer efforts with an ability to work well with diverse populations; and performing business management and administrative duties.

Job Functions:

Specific expectations will be determined annually by the Board of Directors and may change based on the annual goals of the organization. Each committee will quantify expectations to the extent possible at the beginning of each year. Standing expectations include, but are not limited to, the following:

Economic Development Duties:

- Manage the Corporation's requirements, restrictions, rules, etc. as applicable
- Seek out new prospects for business growth in Polk City; provide updated marketing materials; and have a presence at professional conferences and business expos deemed advantageous.
- Manage the Board of Directors meetings and process.
- Provide feedback to the Board of Directors on city policies and procedures and forward those comments to the city, as necessary.
- Work closely with the city staff on long-term planning projects.

- Attend City Council, Planning and Zoning, and Board of Adjustment meetings as deemed advisable, based on actions before the Council or the Board of Directors.
- Research financial opportunities for PCCEDC (County, State, Federal), as well as develop and implement fundraising campaigns to support PCCEDC functions.
- Monitor the City and County Comprehensive Plan.
- Market Polk City in all areas of potential growth, with an emphasis on the goals as established, from time to time, by the Board of Directors.
- Maintain an inventory of sites available for development and space for leasing.
- Maintain current inventory of properties available for development in and around Polk City.
- Maintain familiarity with PCCEDC grants and other grants available through Iowa Department of Economic Development and other agencies and organizations and apply as applicable.
- Develop and maintain a relationship with the Greater Des Moines Partnership and the Iowa Economic Development Association with a focus on economic development.
- Assist existing businesses in Polk City to grow and prosper.
- Manage and coordinate the Polk City Community Foundation.
- Manage and coordinate the Four Seasons Festival.

Chamber Duties:

- Expand membership through a formalized calling/visitation program and promotion of PCCEDC and its programs.
- Coordinate the activities of PCCEDC and its committees. It is expected that volunteers will perform most of the tasks, but oversight and administrative support is required.
- Attend all meetings of the Board of Directors and those committee meetings deemed necessary to have the appropriate level of knowledge and oversight to perform function.
- Maintain a relationship with local media to maximize coverage for the Polk City area and promote activities planned in the community.

Administrative Duties:

- Attend all meetings of the PCCEDC Board of Directors and prepare a written report of activities for each meeting.
- Assist in the development of the annual budget with the Bookkeeper, Treasurer, and/or the Finance Committee, which includes the preparation of financial reports for various activities as needed.

- Represent PCCEDC within the community by attending various community events and being visible in a positive manner.
- Assist with monthly financial reports and budget comparisons as needed by the Bookkeeper or Treasurer.
- Perform other duties as assigned by the PCCEDC Board of Directors.
- Membership duties include:
 - Coordinate organizational membership sales.
 - Maintain membership files and contact information.
 - Provide event information and track registration RSVP's.
 - Serve as primary contact for PCCEDC calls or questions.
 - Invoice yearly membership renewals and maintain membership files and provide the Bookkeeper with dues paid to be recorded.
 - Coordinate Lunch & Learn Programs, including speakers, location, and organizing meals.
 - Plan and coordinate meetings and events with other area Chambers, as necessary.
 - Provide oversight, organization and recording for standing committees as assigned.
 - Assist event committees, which includes depositing and recording donations, as well as maintaining sponsor lists, flyers, and correspondence.
- Office miscellaneous duties include:
 - Answer telephones and greet visitors.
 - Maintain and order office supplies and office equipment as needed.
 - Invoice and follow-up of membership and customers.
 - Prepare and distribute press releases.
 - Provide information to those inquiring about committees, events, businesses, organizations, and the community.
 - Monitor and update websites and social media presence as needed.
 - Assist in planning and coordinating of large events.
 - Attend meetings and events, which includes mornings, lunches, evenings, and weekends.
 - Attend PCCEDC functions and take pictures for marketing purposes.
 - Perform all other organizational duties as needed.

Compensation:

This position is salaried, working an average of 40 hours per week, with an annual pay rate of \$45,000.00 and no benefits.