

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

GoPolkCity is currently accepting applications 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 salary range for this position is \$50,000-\$60,000. 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.

GoPolkCity
EXECUTIVE DIRECTOR JOB DESCRIPTION

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

In adherence with the GoPolkCity By-laws and Fiscal Policies and Procedures, specific expectations will be determined by the Board of Directors and may change based on the goals to manage the Corporation's requirements, restrictions, rules, etc. as applicable.

Compensation:

The salary range for this position is \$50,000-\$60,000 annually. GoPolkCity offers a flexible work schedule, PTO, and this position will work from home, with the expectation that the Executive Director meets with members, clients, and potential prospects around the community.