|  |
| --- |
| **CITY OF HARTFORD****POSITION DESCRIPTION** |
| **Chamber & Economic Development Director** |
| **DEPARTMENT**City Hall | **DIVISION**Office of Economic Development | **SUPERVISOR**City Administrator | **CLASSIFICATION**Full Time |

**DEFINITION:**

The Hartford Chamber and Economic Development Director’s (CEDD) goal is to grow the City tax base by recruiting new businesses, attracting more residents, and working with existing businesses on retention and expansion. The CEDD will also serve as the executive director for both the Hartford Area Development Corporation (HADF) and Hartford Area Chamber of Commerce (HACC) and work towards their respective missions.

**JOB LOCATION**:

This position will be located in City Hall.

**ESSENTIAL FUNCTIONS OF THE JOB**:

* Attend HADF, Chamber and City Council meetings on a regular basis. Attend other meetings as assigned by the City Administrator, Mayor, or City Council. Attend business, commercial, or economic development related workshops, seminars, conferences, or meetings to keep abreast of new sources of information. Be an advocate for the City of Hartford and to educate decision makers about key issues impacting community development, economic development, and pro-business efforts.
* Serve as the Director for the Hartford Area Development Foundation, a 501 C 3 charitable non-profit whose mission is to expand economic opportunities in the Hartford area by attracting new business and residents to further enhance the quality of life.
* Serve as the Director for the Hartford Area Chamber of Commerce, a 501 C 6 membership group that is organized to build a stronger community by accelerating members’ success through creating connections; collaborating resources, services, and information to build networks; and business promotion.
* Manage the Envision Hartford 2024 Capital Campaign by communicating regularly with the investor community regarding plans, programs, results and their return on investment.
* The Hartford Area Chamber of Commerce Director plans, organizes and oversees a range of services and events for members. Assists in coordinating and ensuring chamber member benefits are fulfilled. Organizes and participates in all Board meetings. Assists with Chamber budgeting process and oversees financial matters. Maintains good relationships with current chamber members and promotes the chamber to new businesses. Acts as a committee advisor and assists in carrying out committee responsibilities.
* Acts in the best interest of the City of Hartford, Hartford Area Development Corporation and Hartford Area Chamber of Commerce.
* Respond to Requests for Information (RFI) from the Governor’s Office of Economic Development (GOED), the Minnehaha County Economic Development Association (MCEDA), or directly from businesses. The Director will work closely with City Staff, utility providers, and the City Engineer to identify sites and submit accurate data.
* Maintain a list of grants and work with community organizations towards securing grant monies for City approved projects.
* Work with local and state bodies in projects that will have an impact on local business and economic development.
* Work with City Staff to manage social media accounts and help direct public relations for the City.
* Provide a monthly report to the City Council summarizing past, current, and future events/projects/economic development activities.
* Confidentiality shall be maintained by the CEDD. Many projects will require the CEDD to keep information confidential which will be an important aspect of the job.
* Duties as assigned by the City Administrator, Mayor, City Council, HADF, or Chamber.

**REQUIRED KNOWLEDGE AND ABILITIES**

* Knowledge of theory, principals, and practices of economic and community development.
* Knowledge of business development including business planning, finance, marketing and general business management.
* Knowledge of state, federal, and regional grant and loan programs pertaining to community and economic development.
* A sound understanding of local economic development, workforce development, business retention and expansion, investment attraction, and marketing principles and best practices.
* Ability to establish and maintain effective working relationships with local business leaders, associations officials, federal, state, local and regional development officials and Chamber offices, City Staff, Mayor, City Council, Boards, various committees, and the general public.
* Excellent time-management and multi-tasking skills required.
* Positive and cooperative attitude.
* Good communication skills.

**MINIMUM QUALIFICATIONS**:

The ideal candidate should possess a Bachelor’s Degree or more in public or business administration, marketing, economics, or related fields. Previous relevant experience in economic development is preferred. Any equivalent combination of education and/or experience may be accepted. Basic web maintenance, social media management, and writing experience is preferred. A valid driver’s license and the ability to lift 40 pounds are required.

**COMPENSATION**:

Compensation for this position will be set by the Hartford City Council.

Qualified applicants with disabilities are encouraged to apply for this job. No item in this job description is intended to screen out qualified applicants. We encourage all qualified applications to discuss reasonable accommodation requirements.

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMPLOYEE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**