



## *Hiring Criteria*

### *Executive Director*

#### Skills:

- Solid organizational abilities including planning, delegating, developing programs, and facilitating task completion.
- Effective written and oral communication skills with the ability to effectively communicate the organization's mission to stakeholders.
- High-level strategic thinker with ability to envision and convey the organization's future to the staff, board, and stakeholders.
- Proficient with technology including office, graphics, and presentation tools.

#### Background:

- Success in establishing relationships and working with multiple organizations, agencies, and entities.
- Demonstrated ability to supervise staff in a collaborative manner.
- Experience working with a board of directors.
- Previous work with economic development, city/county management, Chamber of Commerce, or related areas.
- Financial management including budget preparation, analysis, and reporting; oversight of investments; and seeking out additional funding sources.

#### Qualities:

- Honest with a high level of integrity.
- Strong work ethic and high energy.
- Motivated self-starter.

#### Prefer:

- Degree in business, economics, organizational leadership, or related field.