



Vision: Leading the charge for our economic future.

Mission: Attract and support businesses by enhancing the community's quality of life which will create and retain jobs.

The Enterprise is a member-based, non-profit organization created to combine four former entities — the Douglas Area Chamber of Commerce, CANDO (economic development), Main Street Douglas and the Converse County Visitor Center. The Enterprise's main objective is to attract and retain primary jobs, facilitate the expansion and development of new and existing businesses, and enhance our area quality of life.

Executive Director – The Enterprise

1. The Executive Director is the key management leader of the Enterprise.
2. The Executive Director is responsible for overseeing the administration, programs, and planning of the organization.
3. Other key duties include leading business recruitment, expansion, and retention, as well as oversight of marketing, events, and community outreach.

GENERAL RESPONSIBILITIES

1. Board Governance

- Works with board in order to fulfill the organization mission utilizing the committee structure.
- Leads The Enterprise in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Communicates effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2. Financial

- Responsible for the fiscal integrity of The Enterprise to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Engage in fundraising and developing other revenues including seeking out and writing grants.
 - Develop and present funding requests to entities for financial support including the city and county.

3. Organization Mission and Strategy

- Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
- Responsible for implementation of programs that carry out the organization's mission.
- Responsible for the enhancement of the Enterprise's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

4. Organization Operations

- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- Responsible for the hiring, retention, and supervision of competent, qualified staff.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Oversee marketing and other communications efforts.
- Serve as the primary spokesperson to the organization's constituents, the media, and the general public.
- Responsible for effective administration of day-to-day operations including
 - recruitment, expansion, and retention of businesses
 - workforce development and entrepreneurship
 - business recognition and awards programs
 - conducting studies and surveys and using data to long-term plan
 - liaising between public and private sectors
 - advocating for business-friendly statutes, policies, and regulations
 - spearheading and managing community events and community improvement/development projects

Executive Director Position Qualifications:

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 other 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.