**Growth Innovations/Aitkin County Growth, Inc.**

**Economic Development Executive Director**

Position: Executive Director

Qualifications:

* Experience in economic and community development, including administrative responsibility.
* B.A./B.S. degree with specialization in economic and community development or a related field; or any equivalent combination or experience and training.
* Understanding of business development, community, and economic development.
* Communication and project management skills necessary to work effectively with groups and individuals.
* Ability to establish working relationships with other organizations and economic development practitioners.
* Computer proficiency and budget development and administration skills.
* Fiscal management.

Reports To: Growth Innovations/Aitkin County Growth Governing Board and ACG Legacy Fund Board

Position Goals:

Increase economic growth of Aitkin County, entrepreneur development, housing development, business retention and expansion that leads to an increased workforce and tax base.

Nature of the Work:

Performs a variety of administrative, technical and professional work in preparation and implementation of economic and community development plans, programs, and services. This full-time position is responsible for working closely with community leadership, business owners to promote the business and economic development interests within the county. Work to maintain businesses in the Aitkin Growth incubator areas and explore new and expanding business opportunities across Aitkin County.

Essential Duties:

The Executive Director will:

* Direct economic development initiatives to achieve the mission, goals and objectives outlined by the Aitkin County Growth Board of Directors.

* Be responsible for all financial matters and the overall fiscal health of corporation. The Executive Director shall: Develop and implement the annual operating budget of the organization; ensure that the corporation achieves annual and long-term goals for both earned and contributed income; give impetus and support to the fundraising and ongoing financial improvement efforts of the corporation; ensure that the systems are in place to support and sustain the activities of the corporation; and operate faithfully under a budget approved by the board of directors annually, the development of which the employee shall play a significant role.
* Identify areas of concern in the promotion of business location and expansion within Aitkin County and develop action plans to address those concerns.
* Act as a liaison with various local, state, and federal agencies, coordinating projects with agencies as deemed necessary and appropriate, e.g., IRRRB, Aitkin County EDA, Aitkin Chamber of Commerce Economic Development Committee, City of Aitkin EDA.
* Serve as a member of economic development groups or task forces that promote economic and community development at the local, state or federal level.
* Attend professional development workshops and conferences, as necessary to keep abreast of trends and developments in the field of economic development.
* Oversee ACG Legacy Fund.

ACG Legacy Fund is organized exclusively for the benefit of Aitkin County Growth, Inc., which is a Minnesota nonprofit corporation qualifying as a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code. ACG Legacy Fund shall only engage in activities that further the purposes of, support, and/or benefit Aitkin County Growth, Inc. and its mission of economic development in Aitkin County. Corporation was created to ensure the continued good work of Aitkin County Growth, Inc. and its efforts to see businesses succeed and make it in Minnesota.

Submit cover letter and resume to Jeanie Collins at: jeanie@growthiv.org. Questions can be directed to: 218-927-2172.