



DEVELOPMENT FOUNDATION

Job Description Executive Director

Organization Summary: The Bent County Development Foundation (BCDF) is the economic development organization that serves Bent County and the City of Las Animas. It is the mission of the BCDF to increase the general economic development and improve the quality of life for existing and future residents of Bent County. We focus on supporting existing businesses, bringing in new business, and strengthening the economic infrastructure of the community so that every business can thrive.

Position Summary:

- 1) Business Retention/Expansion
- 2) Business Attraction
- 3) Community Development

Major Functions: Following is a list of tasks and responsibilities that are expected of this position. This is NOT an inclusive list.

- 1) Business & Community Engagement (60% of time): business consultation, project development, community meetings, networking, event planning/coordinating
- 2) Grants (20% of time): writing, administration, grant project facilitation
- 3) Office Administration (10% of time): filing, data compilation & organization, customer service, equipment maintenance/operation, errands
- 4) Social Media Management (10% of time): Facebook, Instagram, Twitter, LinkedIn, and Website Design/Upkeep

Classification Factors:

- 1) **Independence/Supervision Received:** This position will start as a lightly supervised role and will transition to an independent self-monitored role as the Executive Director becomes more familiar and comfortable in the position. The BCDF Executive Committee is the direct supervisors of this position.
- 2) **Scope and Impact:** This position will assist in serving the businesses, elected officials, and residents of Bent County (the majority being in the City of Las Animas) by providing administrative support and consultation services.
- 3) **Problem-Solving and Decision-Making:** This position will regularly be called upon to complete daily tasks that will increase office organization, operations, and efficiency. There will also be larger, more time-consuming projects that this position will be

expected to complete with professionalism and in a timely manner. The Executive Director will be expected to exercise customer service; and it is expected that they will have a current knowledge of community events, meeting schedules, and relevant resources. This is a diverse and fast-paced position requiring the ability to adapt, multi-task, and work under pressure.

Skills, Abilities and Knowledge:

1) **Knowledge: Basic**

- a. Bachelor's Degree (preferred but not necessary) OR Equivalent Experience
- b. 3+ years of management experience
- c. Willing to seek professional development

2) **Skills:**

- a. Basic computer skills with knowledge of Word, Excel, Google Drive, OneDrive, Gmail, PowerPoint, Video Conferencing, QuickBooks, etc.
- b. Writing Composition (email correspondence, written letters, etc.)
- c. Research
- d. Time Management
- e. Good Customer Service

3) **Abilities:**

- a. Communication (verbal & written)
- b. Detail Oriented
- c. Organized
- d. Self-Driven/Motivated
- e. Team Player: Collaboration & Interpersonal Skills
- f. Professionalism

Organization Chart/Department Structure: Following is a depiction of the BCDF's organizational structure and chain of command.

Board of Directors > Executive Committee > Executive Director

Other Job Details:

- Job requirements will dictate a varied schedule that will vary week to week. Some events and required meetings will require night and weekend participation.

Proposed Starting Base Salary: \$40,000 - 45,000 (based on experience)

Additional Benefits:

- Potential for commission
- Retirement (401K)
- Health/Dental/Vision Insurance
- Paid Vacation/Sick Time
- Paid Government Holidays