

Interim Executive Director Job Description

Feb. 8, 2021

REPORTS TO: Board of Directors

GENERAL DESCRIPTION: The Executive Director is hired by and reports to HEDC's Board of Directors and is responsible for the day-to-day management of all HEDC functions and for carrying out policies, programs, initiatives, and duties established by the Board of Directors.

The Executive Director will perform a variety of administrative, technical and professional work in preparation for and implementation of economic and community development plans, programs, and services for the community as established by the Board of Directors, and/or as outlined in the *Haines 5-Year Economic Development Plan*. The Executive Director will research and pursue a variety of grant and funding opportunities to implement specific economic development and recovery projects.

While this is a permanent position, the duration of hire is subject to job performance and to securing grants or other funding. Wage DOE.

TO APPLY: Please send a resume with professional references and a cover letter detailing your interest and relevant experience to board@hainesedc.org.

SPECIFIC DUTIES: In accordance with HEDC bylaws, policies, and goals established by the Board of Directors, and with appropriate delegation, the Executive Director shall:

1. Provide business support and technical assistance
 - Provide assistance, resources, and referrals to businesses and individuals to aid in their success in accessing federal, state, local and private economic aid and relief resources
 - Stay informed of resources available to businesses and individuals for business coaching, business education and assistance, financial relief, and economic recovery
 - Inform local, state, and federal law and policy makers on current economic needs, data, and trends specific to Haines
2. Program and grant development.
 - Work with the Board of Directors to develop and implement programs and initiatives
 - Maintain and foster partnerships with local, state and regional agencies and

organizations as appropriate, including regular communications with regional economists to stay updated on economic data and trends specific to Haines; Attend meetings of local, regional, statewide, and national government as needed

- Research and pursue funding opportunities for program implementation specific to economic development and recovery programs and initiatives in the Haines Five Year Economic Development plan or as directed by the Board. This may include, but not be limited to:
 - Researching funding opportunities for economic development and recovery efforts from a variety of traditional and non-traditional sources including government, foundation, and corporate sources;
 - Establishing and fostering relationships and communications with prospective funding and granting organizations and sources including federal and state agencies and private foundations and corporations;
 - Maintaining access to grant portals (example; grants.gov)
 - Conducting the full range of activities required to prepare, submit, and manage grant proposals and awards, including determining concepts, gathering relevant data and formatting information, writing drafts, and obtaining approvals, and administering, accounting for, and reporting on program fund expenditures in compliance with grant agreement terms.

3. Administrative/Office duties:

- Manage the organizational structure for the office, including timely maintenance of corporation documents and filings; bookkeeping and taxes; and grant administration
- Provide support to the Board of Directors, including compiling packets and notice for regular and special board meetings as necessary, and other duties as assigned
- Hire and manage staff, as required