

**Executive Director
Lake Area Improvement Corporation
Madison, South Dakota**

The Lake Area Improvement Corporation (LAIC) seeks a full time executive director to serve Madison and Lake County, South Dakota.

LAIC is a non-profit 501 (c) 3 association. The executive director is charged with designing, carrying out, managing and directing economic development related programs in the city and county.

Qualifications:

- A four-year degree in a relevant field of study to include Public or Business Administration, Economics, etc.
- A minimum 3 years management and economic development experience
- Clear understanding of marketing, business development, real estate and commercial development, sales and leases, strategic planning, and negotiation
- Excellent verbal, written and presentation skills
- Strong analytical and problem solving skills
- Familiarity with budgeting, financial and tax reporting
- A high degree of organization with the ability to deal with a variety of tasks and constituencies
- Experience in supervising staff
- Experience with personal computers and Microsoft Office products
- Valid South Dakota driver's license
- Volunteer governing board experience a plus.

Frequent area travel is required. Some evening hours are required. Residency within Lake County, South Dakota will be required.

A salary commensurate with qualifications and an excellent benefit package accompany this position.

Please submit a letter of application and resume by e- mail to Kari Blom Kari@MadisonWorks.com or by mail to:

Lake Area Improvement Corporation
Selection Committee
P.O. Box 32
Madison, SD 57042

Closing date: March 31, 2012

Lake Area Improvement Corporation is an Equal Opportunity Employer

Lake Area Improvement Corporation

Executive Director

Job Description

Implement strategic plans, policies, and procedures as established by the board for furtherance of Economic Development in Madison and Lake County, South Dakota. Plan, direct, organize, and administer the operations of the economic development corporation. Implement marketing strategies to attract a diversified base of business and industry and provide leadership for community economic development and redevelopment efforts.

Essential Functions

- Develop and implement community marketing initiatives to attract industrial, agricultural and retail business
- Initiate and coordinate community development activities
- Assist existing business and industry with expansion and growth
- Support entrepreneurial development in the area through establishment of an incubator and by other means
- Maintain positive public relations with the membership, the media, the City, the County, all governmental agencies and the community in general
- Encourage favorable community attitude toward economic development
- Develop and monitor ongoing budgets
- Collaborate to develop strategies that enhance the community's economic base
- Work with the board and staff to ensure successful program implementation
- Maintain involvement in organizations that promote local, regional, state and national economic development
- Research and prepare grant and other funding applications to support economic development programs

Minimum Qualifications

- A four-year degree in a relevant field of study to include Public or Business Administration, Economics, etc.
- A minimum 3 years management and economic development experience
- Clear understanding of marketing, business development, real estate and commercial development, sales and leases, strategic planning, and negotiation
- Excellent verbal, written and presentation skills
- Strong analytical and problem solving skills
- Familiarity with budgeting, financial and tax reporting
- A high degree of organization with the ability to deal with a variety of tasks and constituencies
- Experience in supervising staff
- Experience with personal computers and Microsoft Office products

- Valid South Dakota driver's license
- Volunteer governing board experience a plus.

Physical Qualifications

- Work environment is generally a climate controlled office with adequate lighting and low noise levels. Requirements include continuous sitting, occasional standing, walking, stooping/bending, climbing stairs, and kneeling. Frequently lifts 10 pounds and occasionally up to 25 pounds, reaching occasionally both overhead and below shoulder level.
- This position requires finger dexterity, and effective communication and interaction skills including speaking, hearing, and vision capabilities.
- Periodic travel by automobile or airplane is required. Occasional overnight stays may be required.