

**Executive Director – BEST
Santa Rosa**

Summary

Responsible for the overall management of Sonoma County BEST, the countywide economic development organization, and the implementation of its Strategic Plan for the creation of approximately 2,500 jobs over the 5-year BEST implementation period utilizing funds invested by the private and public sectors for that purpose.

Essential Duties and Responsibilities include but are not limited to the following:

Program

- Responsible for the development of programs and activities to implement BEST’s strategic initiatives for job creation, educational attainment, and bettering the business climate.
- Track and report on BEST performance metrics, especially job creation.
- Transition development activities from the initial capital campaign, maintain communications and follow up schedules for all “contingent” or one-year pledges/grants, and direct additional BEST fund raising activities as needed.
- Review and analyze relevant local economic and social science research, draw different or additional conclusions as necessary for Sonoma County BEST planning, and present the results to the board with strategic recommendations.

Finance and Administration

- Work with Chamber President and its Finance Committee and the BEST Board in the creation of the annual budget for BEST.
- Monitor expenses to ensure they are within annual budget.
- Maintain contract management and reporting requirements for public sector investments.
- Maintain effective working relationships with independent contractors.
- Supervise and direct BEST staff.
- Manage day-to-day activities.
- Develop and maintain effective organizational policies and ensure all BEST Board activities are implemented within these established policies, guidelines, laws and ethical standards.
- Within the approved budget and with the assistance of the Chamber’s Human Resource Manager and approval of President, recruit and hire other BEST employees establish compensation, provide training, evaluation, performance standards, discipline and termination.

Board Relations

- Support the BEST Board in its programmatic and policy roles and responsibilities.
- Recommend policy and organizational changes to the BEST Board when appropriate.
- Communicate regularly with the Chamber President and BEST Board.
- Organize and attend meetings of the BEST Board and its committees.
- Receive and answer correspondence and other communication from the BEST Board.
- Work closely with the BEST Board to direct the development and maintenance of the organization’s strategic plan.

Public Relations

- Create and implement a communications plan to ensure that all BEST investors as well as the community as a whole are aware of progress.

- Represent BEST to the various community and governmental groups involved with economic development to ensure collaboration and coordination of efforts.
- Serve as primary public relations manager and establish relationships with the press, community, government, and affiliated organizations.
- Serve as spokesperson for BEST.
- Play a visible role in community activities.
- Build working relationships with policy makers at the local, state, and national level.
- Other duties as assigned

Supervisory Responsibilities

Manages staff in functional allocated departments. With support of Chamber's Human Resources Manager, responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university with academic course work in a relevant discipline (i.e., business administration, management, economics or equivalent experience, or other closely related fields of study) and a minimum of five years economic development experience or equivalent experience.

Other Desired Skills, Abilities, and Knowledge

- Excellent public presentation and interaction skills.
- Strong public relations experience.
- Ability to interact with media and provide interviews for media outlets.
- Ability to work collaboratively with Sonoma County government agencies.
- Ability to negotiate contracts
- Knowledge of business practices and procedures.
- Fundraising experience and knowledge.
- Relevant board and committee governance, management, and membership experience.
- Experience managing staff and volunteers.
- Investigative research ability.
- Ability to initiate important business contacts.
- Strong facilitation, collaboration and negotiation skills
- Successful track record in establishing and managing a significant budget.
- Ability to manage multiple projects simultaneously.
- Thorough knowledge of the Sonoma County and local business economy a plus.

Language Skills

Excellent English language communication skills including the ability to read and summarize material in a broad range of professional publications and the ability to write clear, concise and compelling reports.

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public. Fluency in languages other than English will be considered a plus.

Computer Skills

Knowledge and personal proficiency to use word processing, spreadsheet and database management software as well as the Internet.

Certificates, Licenses, Registrations

Possess a valid California driver's license to perform essential job functions of the position.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to do everything a typical office worker does which includes use of hands, walking, talking, phone use etc. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics here are representative of those an employee encounters while working in a normal office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.