



ECONOMIC DEVELOPMENT SPECIALIST SIOUX METRO GROWTH ALLIANCE

The Sioux Metro Growth Alliance (SMGA) is seeking an Economic Development Specialist– a self-starter with strong communication skills, the desire to listen, learn and lead, and someone who is motivated to make an impact in the region.

SMGA is a 501(c)6 non-profit economic development organization that exists to promote the growth and economic development of communities in the Sioux Falls Metropolitan Statistical Area (“Sioux Metro”). SMGA currently serves 17 municipalities and four counties on top of being a regional resource connector in the economic development space for local, state, federal, public and private partners.

The Economic Development Specialist will work directly with economic development organizations (EDOs), chambers of commerce, and county and local governments in the Sioux Metro that are partners with SMGA. These communities may contract with SMGA for economic development direction, non-profit management, general administration or other projects as necessary to advance growth in their respective communities. In addition, SMGA takes pride in our member communities and works to maintain regular contact with local leadership, businesses, and keeping a pulse on happenings in their communities. There is a member relations aspect to the role which will include assisting in conducting proactive outreach to members, helping respond to requests of members such as RFI's, event coordination, storytelling to promote SMGA communities, and more. This individual will report directly to the Director of Operations or the President/CEO.

ESSENTIAL FUNCTIONS OF THE JOB:

- Responsible for understanding all SMGA resources to assist with member needs or requests for assistance.
- Assisting Director of Operations or the President/CEO with event coordination that promotes SMGA, member communities, or corporate partners to advance SMGA's offerings and mission.
- Advise EDO partners and member communities on economic development strategy.
- Assisting EDO partner with development and execution of marketing plans for their community.
- Provide written reports and summaries as needed to EDO partner and SMGA President/CEO.
- Respond in a timely and professional manner to all inquiries.

MAY ALSO INCLUDE:

- Working with SMGA President/CEO to respond to requests for information (RFIs) from the Governor's Office of Economic Development (GOED), brokers, site selectors, and companies.



- Creating a business retention and expansion (BR & E) program in investor communities.
- Assist in managing economic development budget of EDO partner as requested by partner.
- Assist with administrative aspects of and organize EDO partner board of director meetings; creating agendas, keeping minutes, and managing financial documents as requested by EDO.
- Work closely with utility partners on site selection and land development.
- Assisting businesses, EDOs, and other industries in securing financing.
- Assisting with communications, public relations, and marketing aspects for member communities and SMGA overall.
- Other duties as may be assigned by the SMGA President/CEO.

QUALIFICATIONS AND REQUIREMENTS INCLUDE:

- Education: College degree in business, economics, government or related field is required.
- Two or more years of economic development, planning, chamber of commerce or other association management experience is preferred.
- Experience with Federal and State economic development finance programs and/or knowledge or experience in commercial real estate development, land development, infrastructure development and tax issues is a plus.
- Leadership: must be of high integrity and high self-motivation with a desire to make a difference in our region.
- Financial: solid, hands-on, budget management skills, including preparation, analysis, decision-making and reporting.
- Team Building: ability to bring people of varying perspectives together for common good.
- Community: Participate in and be a resource to local economic development groups, local units of government, and local community at-large.
- Communications: strong written and verbal communication skills; strong listening skills also required. Any marketing, social media, or public relations experience is a plus.
- Public Speaking: strong public speaking ability required.
- Technology: proficient with normal industry and office software and equipment.

Competitive compensation + benefits including: Health, Dental and Vision Insurance, LTD/STD/Life/AD&D and Dep Life, Common Sense PTO, 401K match, phone stipend, mileage reimbursement and professional development opportunities.

Interested parties can submit their application at siouxmetro.com/careers. Questions can be asked by calling 605-679-7149 or by emailing info@siouxmetro.com. Sioux Metro Growth Alliance is an equal opportunity employer.