

The Enid Regional Development Alliance has an immediate opening for the following position. Interested candidates should send cover letter and resume to [erdajob@gmail.com](mailto:erdajob@gmail.com). Resumes will not be accepted after March 31, 2019.

#### Executive Director Summary:

The Executive Director is the chief executive director and corporate secretary of the Enid Regional Development Alliance. The major emphasis is job attraction, retention and expansion. The Executive Director also serves as the Director of the Garfield County Industrial Authority (GCIA) and shall facilitate the development of the properties owned by GCIA to create and retain jobs.

#### RESPONSIBILITIES

- Serve as the Executive Director for The Alliance.
- Effectively build relationships with the City of Enid, Garfield County Board of Commissioners, and Business Leaders in the region.
- Generate leads and prospects that result in job creation and capital investment.
- Establish and maintain close working relationships with all existing industry, Department of Commerce, and other local, state, and federal stakeholders.
- Create a climate that will maximize positive economic growth through creative leadership.
- Create effective channels of communication with all levels of government.
- Manage the finances, day to day operations, and staff of The Alliance.

#### QUALIFICATIONS

- Proven track record in economic development or related experience.
- Previous experience working with a variety of economic development projects.
- Understand the role of local economic development.
- Ability to deal in diverse climates.
- Strong leadership skills.
- Strong communication skills.
- Previous management experience.

**NOTICE:** Enid Regional Development Alliance does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor."