



202 Falls Ave., P.O. Box 5079, Twin Falls, ID 83303-5079 ♦ Phone (208) 732-5727

**NOW HIRING: RURAL ECONOMIC DEVELOPMENT SERVICES –
ECONOMIC DEVELOPMENT PROFESSIONAL**

Region IV Development Association, Inc. (RIVDA) is a private, not-for-profit corporation that was established to encourage the development and diversification of the economy in South-central Idaho. In partnership with Twin Falls County, RIVDA administers the Idaho Department of Commerce’s Rural Idaho Economic Development Professionals Grant program in South-central Idaho. Regionally, this program is known and recognized as the Rural Economic Development Services (REDS) program. The REDS program intends to build economic development capacity in participating rural communities.

Organizational Relationship:

Reports to: RIVDA President, REDS Board of Directors, and the Twin Falls County Commission (the grant program’s fiscal agent).

Supervises: None

FLSA: Status: Non-Exempt

Salary: \$45,000

Benefits: Health Insurance, Dental, Vision, Health Savings Account (depending on health plan selected by successful candidate), Life Insurance, Retirement Plan, etc.

Job Summary:

The Economic Development Professional (ED Pro) will be responsible for the day-to-day operations of the REDS program. The ED Pro will serve as the voice and brand ambassador of the REDS program and work closely with the Idaho Department of Commerce, REDS Board of Directors, RIVDA staff, and a broad range of professional organizations, businesses, and individuals with varying goals and ideologies to strengthen the economy in strategic and sustainable ways. The ED Pro will actively engage in open conversations regarding challenges and opportunities by collaborating with local government officials, business leaders, community organizations, and other stakeholders to find innovative ways to overcome the challenges of operating businesses in rural Idaho communities. The successful candidate will create and lead strategic development opportunities. This position is multifaceted, working to develop, implement, and coordinate business support, entrepreneurial development, community development, marketing, networking, and operational management. The ED Pro will be a critical partner in broadband development, business startups, expansion opportunities, business attraction campaigns, affordable housing solutions, and workforce development training opportunities in the participating communities. After completion of a six-to-12-month probationary period, this position may develop into a hybrid position, which would allow the employee to work part-time in the office and part-time remotely.

Duties and Responsibilities:

- Maintain and enhance the REDS program as a premier resource for rural communities, with a firm understanding of the community assets, incentives, partners, goals, and objectives.
- Carry out a complex scope of work independently, without direct supervision.

- With the assistance of the REDS Board of Directors and participating communities, develop and carry out a program work plan.
- Develop, coordinate, and help implement business retention, expansion, and attraction initiatives developed by participating communities.
- Frequently travel to participating communities to meet with businesses, public officials, educational leaders, and other program partners.
- Provide information of available tools and resources to area businesses regarding business plan development, small business financing programs, marketing resources, etc.
- Answer inquiries and create personalized referrals for businesses.
- Assist communities with preparing Request for Information (RFI's) responses for business attraction leads.
- Create and release social media and website content, and marketing campaigns that advocate for and promote local and regional businesses, news, resources, and accomplishments.
- Coordinate and support initiatives that promote housing, business development, small business financing, education, strategic planning, community development, economic development, and workforce training.
- Partner with local governments, chambers of commerce, and local, regional, state, and national groups and serve as a community advocate creating a comprehensive network of resources that supports and fosters collaboration of local businesses and community leaders.
- Give presentations in both public and private meetings.
 - Attendance and participation in public events is important to network with peers and partners, promote community assets and successes, discuss challenges and best practices, and for professional development.
- Organize, prepare, and participate in REDS Board of Directors meetings and ensure that the meetings are properly noticed and comply with opening meeting law requirements.
- Prepare and distribute information at monthly board meetings and facilitate meetings with the REDS Board of Directors as needed.
- Prepare and submit monthly reports to the Idaho Department of Commerce, REDS Board of Directors, and RIVDA President that include activities, accomplishments, and all other relevant program information.
- Prepare an annual report and distribute it to program partners.
- Assist Twin Falls County with the preparation of the Rural Economic Development Professional grant application that is submitted to the Idaho Department of Commerce annually.
- Manage and carry out "Operation Facelift", a flagship program of the REDS program.
 - This includes fundraising, marketing, preparing brochures, writing/distributing media releases, public speaking, project coordination, and other duties as they arise.
- Assist RIVDA's President and the REDS Board of Directors with developing an annual budget and operating the program within the established budget.
- Assist and support the REDS Board of Directors' efforts to collect, improve, and financially strengthen program revenues.
- Assist the REDS Board of Directors with the retention and expansion of program partners.
- Other duties as assigned.

Qualifications

- Bachelor's degree in marketing/advertising, Business Administration, Communications, Community Development, Economics, Land Use Planning, Public Administration, or related fields preferred; other fields considered.
 - At least two (2) years of professional experience in lieu of a bachelor's degree.
- Experience with professional fundraising.
- Strong marketing skills with the ability to develop marketing materials (i.e. brochures).

- Manage website and social media platforms.
- Ability to manage a website and social media accounts.
- Ability to comprehend and make conclusions from written material and verbal communications.
- Capacity to interpret grant program rules and regulations.
- Capability to deliver grant program objectives and fulfill program responsibilities.
- Ability to meet program and reporting deadlines.
- Capacity to communicate effectively in American English - both orally and in writing with customers, clients and the general public.
- Capability to collect, interpret, and analyze data.
- Ability to work cooperatively with RIVDA staff, government officials, business owners/managers, community officials, and the public from a variety of socio-economic levels.
- Ability to operate an array of office equipment.
- Highly proficient in Microsoft Office programs.
- Strong written and verbal communication skills.
- Strong organizational and time management skills.
- Capable of managing multiple projects and paying attention to program details.
- Grant writing experience preferred and/or ability to learn.
- Must possess a valid driver's license, has the ability to travel, and has access to reliable transportation.

Physical Requirements

- Ability to sit in meetings for long periods of time.
- Ability to work effectively using a personal computer for long periods of time.
- Availability to travel.
- Occasionally lift roughly 50 pounds.

To apply, please provide an application, cover letter, resume, and references electronically through Idaho Department of Labor by emailing magicvalleymail@labor.idaho.gov or by through their website at IdahoWorks.gov. For more information about the RIVDA organization, please visit our website at rivda.org.