LONGMONT
ECONOMIC DEVELOPMENT PARTNERSHIP

ELEVATING BUSINESS. EMPOWERING COMMUNITY.

Job title	*President/CEO*
Reports to	*Longmont EDP Board of Directors*
Job Type	Full-Time Exempt
Salary Range	$123,036-$147,636

Applicants, please send both your cover letter and resume to:
attn: Phillip Inzerillo phillip@longmont.org

Job Purpose

The mission of Longmont Economic Development Partnership, a 501c (6) public/private non-profit organization, is to lead a comprehensive, collaborative economic development strategy to promote and strengthen our community's economic health.

The role of the President/CEO is to provide leadership and vision in furthering the economic development strategies of the community, and to act as a conduit to a variety of resources for business including incentives, financing, international trade, training, and other services.

Duties & Responsibilities

- Provides leadership and vision in furthering the economic development strategies and initiatives of the community.
- Implements an aggressive business attraction program that focuses on key growth industries that value the locational assets of the City of Longmont and Boulder County.
- Provides support and leadership for an existing business retention and expansion program supporting Longmont's established primary industry base.
- Oversees comprehensive business research initiatives to guide the development of a strategic plan for new growth and capital investment.
- Serves as the principal spokesperson for the organization to encourage expanded economic development in the community.
- Directs and manages the administrative functions of the organization and oversees the development of staff resources.
- Designs and implements effective investor relations programs to maintain and increase financial support for Longmont EDP.

- Maintains strong working relationships with local community development organizations and public officials for an effective delivery of development services to the City of Longmont and the region.
- Ensures Longmont EDP's resources are appropriately focused to ensure successful realization of the organization's obligations under its contracts with the City of Longmont, State of Colorado, County of Boulder, and Platte River Power Authority.
- Manages staff to serve as the collective impact backbone organization for the citywide economic development strategy, Advance Longmont 2.0.
- Facilitates the creation, coordination and realization of initi the Advance Longmont 2.0 collective impact framework to address fundamental issues and challenges impacting the economic vitality of Longmont.

Knowledge & Experience

- Five years of hands-on experience in economic development, developing new business prospects and managing projects to a successful completion.
- Experience developing and maintaining sound working relations with state and local elected officials, and business and community leaders.
- Success in implementing national and regional marketing initiatives.
- Experience with government affairs, education, and community development initiatives.
- Proven ability to attract, retain, and develop excellent staff.
- Professional experience with public relations, media relations, and public speaking.
- Successful experience forging productive alliances across private, public, and governmental sectors and leading public/private partnerships.
- Experience developing strategic plans for a multi-faceted organization.
- Experience bringing groups and individuals together around complex issues.
- Effective Board relations and skills as an open communicator who can provide timely information, minimize conflict, and implement policy initiatives with a clear understanding of the difference between policy and administration.
- Substantial leadership experience, responsible for the day-to-day operation of a successful economic development corporation or initiative.
- Demonstrated track record of executing business deals, real estate transactions, project financing, and public incentive negotiations that resulted in successful new developments.
- Hands-on experience with industrial and commercial projects including site selection, financing, and land acquisition.

Skills & Qualifications

The minimum skills and qualifications required to perform the duties of the President/CEO position at Longmont Economic Development Partnership include:

- Requires a bachelor's degree from an accredited college or university, master's degree desirable.
- Professional economic development certification (CEcD or preferred.
- Proven consensus builder managing diverse viewpoints to an effective, positive outcome.
- A hands-on, self-starter with vision and high energy commitment to excellence and mission.
- Ability to communicate to all levels of management, but especially senior management.
- Demonstrated success in establishing program priorities, delegating, and motivating others.
- An intelligent, mature, and self-confident individual.
- A facilitator who works well with groups, encourages engagement from others, maintains focus, and derives meaningful outcomes.
- A collaborative leader willing to encourage different viewpoints and take decisive action.
- An exceptional and persuasive oral communicator.

Salary & Benefits

The annual salary range for this position is $123,036-$147,636.

Additional benefits include:

- Healthcare - Longmont EDP offers a United Healthcare Silver Choice direct plan, as well as vision and dental for employees and their families. Longmont EDP provides employer contributions to these benefits on the following schedule:

	Healthcare	Dental	Vision
Employee Only	100%	100%	100%
Employee + 1 Dependent	85%	100%	100%
Employee + Multiple Dependents	82.5%	100%	100%

Longmont EDP also provides long-term disability benefits for all employees.

- Simplified Employee Pension (SEP) - Longmont EDP contributes the equivalent of 8% of each employee's base salary to an SEP.
- Discretionary Leave PTO Policy - At Longmont EDP we recognize the need for employees to take time away from the office to creatively recharge, and that not everyone works the best during traditional 9 to 5 office hours. We also believe in taking personal responsibility for managing our own time, workload, and results. To that enc adopted a Discretionary Leave Policy, in which each emplo afforded the flexibility to take vacation, take time off for illn schedules, as necessary. We do not limit employee vacation times or sick days – take the time you need to operate at peak performance. Employees are welcome to shift their schedules to match their work style.
- Monthly Automobile Allowance - The CEO is entitled to a monthly automobile allowance of $600/month.

Working Conditions

The President/CEO position at Longmont Economic Development Partnership is a full-time position. The organization offers flexible scheduling options to meet the needs of the employee while also ensuring job duties are completed effectively and efficiently and all deadlines are met. Some of the activities of the organization, and this position, may require attendance at events and meetings outside of the office. Reliable transportation and a valid driver's license are required. Some travel outside of the state of Colorado may be required.

The duties of this position are primarily conducted in an office environment. Candidates for this position must be able to remain in a stationary position most of the time, but may be required to occasionally move about the office to access files, office equipment, etc.

Direct Reports

The current organizational structure includes up to four direct reports reporting to the President/CEO.

Approved by:	
Date approved:	
Reviewed:	