

BOARD ECONOMIC VITALITY JOB RESPONSIBILITIES

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POSITION OVERVIEW

The Board member over Economic Vitality will work towards developing programs which attract and support small businesses. They should liaise with the Carbon Chamber of Commerce and identify potential funding opportunities to assist in growing small businesses. Ideas for this position include business surveys, working with Utah Microloan and other organizations which can help business meet their growth goals. They will also liaise with existing small businesses to understand challenges. This position will require approximately 10 hours per month.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Serves as the small businesses liaison.
2. Works closely with the board member over promotion to share programs and opportunities for business growth.
3. Works closely with the city regarding funding opportunities.
4. Attends events and supports activities.
5. Assists with grant opportunities for local area businesses.
6. Raises income through donations, grants and other avenues.
7. Maintains visibility in the community and transparency of activities conducted by the organization.
8. Oversees all business engagement aspects of the organization.

MINIMUM QUALIFICATIONS

1. Five (5) years of progressively responsible experience or any equivalent combination of education and experience.
2. Considerable knowledge of nonprofit organizations including applicable laws and regulations.
3. Skill in resolving disputes and moving to positive resolutions.
4. Ability to plan, organize, direct and supervise the work of the organization.
5. Ability to communicate effectively verbally and in writing.
6. Ability to establish and maintain effective working relationships with Helper City and the general public.