

Calhoun County Economic Development Corporation (CCEDC)

Executive Director Employment Application

Position: Executive Director

Organization: Calhoun County Economic Development Corporation (CCEDC)

Location: Rockwell City, Iowa

Thank you for your interest in serving as the Executive Director of CCEDC. This position requires leadership, collaboration, strategic thinking, communication skills, and a passion for rural community and economic development. Please complete all sections of this application thoroughly.

Applicant Information

Full Name:

Mailing Address:

Phone Number:

Email Address:

Preferred Method of Contact: ☐ Phone ☐ Email ☐ Text Message

Position Interest

Why are you interested in serving as the Executive Director of CCEDC?

Education & Professional Background

Highest Level of Education Completed:

- ☐ High School Diploma/GED
- ☐ Associate Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Other: _

Area(s) of Study:

Relevant Certifications, Professional License, Training, or Professional Development:

Employment History

Current or Most Recent Employer

Employer:

Position Title:

Dates of Employment:

Primary Responsibilities:

Supervisor Name & Contact Information:

Reason for Leaving:

Previous Employer

Employer:

Position Title:

Dates of Employment:

Primary Responsibilities:

Supervisor Name & Contact Information:

Reason for Leaving:

Professional Experience

Please check all areas in which you have professional experience:

- ☐ Economic Development
- ☐ Business Development
- ☐ Grant Writing
- ☐ Public Speaking
- ☐ Marketing & Communications
- ☐ Tourism Promotion
- ☐ Community Development
- ☐ Housing Initiatives

- ☐ Workforce Development
- ☐ Budget Management
- ☐ Strategic Planning
- ☐ Supervising Staff or Volunteers
- ☐ Social Media & Website Management
- ☐ Fundraising or Investor Relations
- ☐ Event Planning
- ☐ Government Relations
- ☐ Board or Committee Leadership

Technology & Communication Skills

Please describe your experience with:

- Microsoft Office
- Social media platforms
- Website or digital communications
- Graphic design or marketing tools
- Database management systems

Essay & Leadership Questions

Please answer the following questions thoughtfully. Responses may be attached separately if additional space is needed.

1. Leadership Perspective

What does effective leadership mean to you, particularly in a rural community setting? Describe a leader who has influenced you and explain why.

2. Critical Thinking & Problem Solving

Calhoun County is working to grow businesses, attract workforce, support housing, and strengthen quality of life. What do you believe is the greatest challenge facing rural communities today, and how would you approach addressing that challenge?

3. Communication & Writing Skills

Describe a project, initiative, or accomplishment that you are most proud of professionally. What was your role, what challenges existed, and what was the outcome?

4. Strategic Vision

If selected as Executive Director, what would you prioritize during your first 12 months in the position?

5. Community Collaboration

This role requires working with businesses, elected officials, volunteers, nonprofit organizations, and community members who may have different perspectives and priorities. Describe your approach to building relationships and maintaining collaboration among diverse groups.

References: Please provide three professional references.

Name, Relationship, phone number, email.

1.

2.

3.

Compensation & Availability

Desired Salary Range:

☐ **\$50,000 – \$65,000**

☐ **\$66,000 – \$75,000**

Please indicate any additional compensation or benefit expectations you would like the hiring committee to consider:

- ☐ Health Insurance
- ☐ Retirement/IPERS Participation
- ☐ Flexible Scheduling
- ☐ Professional Development Support
- ☐ Mileage Reimbursement
- ☐ Cell Phone or Technology Stipend
- ☐ Relocation Assistance
- ☐ Paid Time Off
- ☐ Other: _____

Earliest Available Start Date:

Are you willing to travel throughout Iowa and attend occasional evening meetings and overnight conferences?

- ☐ Yes
- ☐ No

Are you legally authorized to work in the United States?

- ☐ Yes
- ☐ No

Will you require sponsorship now or in the future for employment authorization?

- ☐ Yes
- ☐ No

Applicant Certification

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false or misleading information may result in disqualification from consideration or termination of employment if hired.

Applicant Signature:

Date:

Submission Instructions Please submit:

- Completed application
- Resume
- Cover letter

Applications may be submitted to:
CCEDC Executive Committee
Email: ccedc@calhouncountyiowa.com

Applications will be reviewed on a rolling basis until the position is filled.