

Communications Manager –

The Greater Dallas County Development Alliance seeks Economic Development professional to join the team serving the fastest growing county in Iowa. Individual will provide the communication and internal marketing for the agency.

The economic development communications manager develops and implements multifaceted communication to membership. This position supports staff members through activities relating to existing business or membership development.

The position will start at 20 hours per week with plans to become a full-time position (40 hours per week) by April 1st 2011. The position will include insurance benefits after 30-days of full time employment plus paid sick and vacation leave after a six-month probation period. A 401K retirement plan is available after one year of service. Salary is compensatory with experience.

For additional information please call (515) 987-2020 or visit The Alliance website at www.dallascounty-ia.org. To apply send resume with cover letter to: The Alliance, 9325 Bishop Drive, Suite 125, West Des Moines, IA 50266 or via email to Ischaut@dallascounty-ia.org.
EOE

Communications Manager Description Greater Dallas County Development Alliance

Purpose of Position

The economic development communications manager develops and implements multifaceted communication to membership. This position supports staff members through activities relating to existing business or membership development.

Direct Reports

Executive Director

Primary Job Duties and Responsibilities

- Communications, including:
 - E-mail, e-newsletter, announcements and news releases, social media (Facebook, Twitter, Linked-In), website, board packets
 - Setting up executive call meetings
 - Setting up membership meetings
 - Attends meetings (community, mayor and city clerk's meetings)
- Research specific to project support.
- Compile and prepare information for economic development inquiries and reporting per project manager request.
- Provide technical input to assist in development of project planning.
- Maintains databases to support the agency
- Perform duties as assigned per The Alliance strategic plan or executive director.

Performance Expectations

- Perform responsibilities as directed within determined time frames and with a high degree of accuracy.
- Establish and maintain effective work relationships within The Alliance and its membership.
- Maintain the professional competence, knowledge and skills necessary to effectively complete responsibilities; enhance job knowledge and abilities by taking personal responsibility for professional development and training.
- Maintain sensitive and confidential information regarding company information.

Position Requirements

- Bachelor's degree in mass communication, business, finance, economics or related field; or equivalent related work experience.
- Experience in prior communications related position preferred.
- Effective problem solving, analytical and research skills; experience with business analysis methods and tools.
- Strong personal computer skills; proficiency in Word, Excel and Publisher.
- Effective oral and written communication skills.

- Ability to prioritize and handle multiple tasks and projects concurrently.
- Modest amount of travel required; valid driver's license.

Position descriptions are developed as guides for the employees of the Greater Dallas County Development Alliance (The Alliance). The executive director of Greater Dallas County Development Alliance reserves the right to modify job responsibilities and position requirements to meet the agency business goals and needs. All staff of The Alliance are "At Will Employees".