



## JOB DESCRIPTION

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| <b>Title</b>      | Executive Director of Pembina County JDA                                                                                                                                                                                                                                                        |
| <b>Reports To</b> | <ul style="list-style-type: none"><li>• RRRC Executive Director for employment, personnel administration, and performance management</li><li>• PCJDA Board of Directors, through the Board Chair, for strategic direction, strategic plan implementation, and organizational outcomes</li></ul> |
| <b>Status</b>     | 80-100% FTE                                                                                                                                                                                                                                                                                     |

## ORGANIZATION BACKGROUND

The Red River Regional Council (RRRC) partners with the Pembina County Job Development Authority (PCJDA) to provide strategic leadership, administrative services, fiscal management, and professional development support. Through this shared-services model, the Executive Director works as part of a regional development team of approximately 10 professionals while remaining fully dedicated to advancing the mission and priorities of Pembina County. The RRRC maintains shared-services partnerships with four affiliated development organizations currently with a fifth currently under development. These include the Nelson, Pembina and Walsh County Job Development Authorities and the Red River Community Housing Development Organization. Pending is the Red River Rural Communities Community Foundation. These organizations have come together with a belief that we are able to accomplish more together to elevate northeast North Dakota than as individual organizations.

The partnership leverages specialized expertise, regional collaboration, and shared resources while maintaining a strong local focus on business development, community development, workforce initiatives, housing, and quality-of-life improvements throughout Pembina County.

## PEMBINA COUNTY ECONOMIC PROFILE

Pembina County is strategically located along the United States–Canada border in northeastern North Dakota and serves as an important hub for agriculture, manufacturing, transportation, warehousing, logistics, and international trade. Communities throughout the county benefit from strong regional partnerships, access to major trade corridors, and a tradition of entrepreneurial and community leadership.

Recent economic indicators demonstrate the county's resiliency and economic stability:

- Population of approximately 6,568 residents (2025).
- Unemployment rate of 3.0% in April 2026, improved from 3.7% one year earlier.
- Civilian labor force exceeding 3,200 workers.
- More than 260 employer establishments operating within the county.
- Median household income exceeding \$68,000.
- Manufacturing remains the county's largest private-sector employment sector.

The county's location at an international border crossing provides unique opportunities for growth in trade, logistics, value-added agriculture, manufacturing, tourism, and business expansion. Like many rural communities, Pembina County is actively addressing workforce development, housing, childcare, population attraction, entrepreneurship, and business succession challenges. The Executive Director plays a critical leadership role in leveraging opportunities and implementing strategies that support long-term economic growth and community vitality.

## **POSITION SUMMARY**

The Executive Director serves as Pembina County's lead economic and community development professional. This position provides strategic leadership to advance economic growth, business development, workforce solutions, housing initiatives, community vitality, and quality-of-life opportunities throughout the county.

Working closely with the PCJDA Board of Directors, county leadership, local businesses, communities, and regional partners, the Executive Director develops and implements programs, projects, and partnerships that strengthen the long-term prosperity of Pembina County.

This position requires a highly collaborative, entrepreneurial leader who can identify opportunities, build relationships, secure resources, manage projects, and champion initiatives that support residents, businesses, and communities.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Strategic Planning and Implementation (10%)**

- Lead the development and implementation of the PCJDA Strategic Plan and Annual Action Plans.
- Facilitate strategic planning efforts with the Board of Directors, local communities, businesses, and development partners.
- Align county priorities with the Region 4 Comprehensive Economic Development Strategy (CEDS).
- Establish measurable goals, performance indicators, and implementation timelines.
- Report progress and outcomes to the Board and stakeholders.

### **Economic and Community Development Leadership (50%)**

- Lead efforts to attract new residents, businesses, entrepreneurs, and investment.

- Support business retention, expansion, succession planning, and workforce development initiatives.
- Serve as the county's primary resource for economic, demographic, and community development information.
- Coordinate prospective business and site visits.
- Assist communities, organizations, and businesses in identifying development opportunities and securing resources.
- Develop, administer, and oversee economic and community development projects.
- Prepare or assist with grant applications and administer awarded grants.
- Foster collaborative relationships among local governments, businesses, nonprofit organizations, educational institutions, and regional partners.
- Promote economic development tools, financing programs, and business assistance resources.
- Provide technical assistance related to business plans, financing applications, and project feasibility.
- Support initiatives related to housing, childcare, workforce attraction, downtown revitalization, and community development.

#### **Fiscal Management (10%)**

- Develop and administer the annual PCJDA budget.
- Lead implementation and monitoring of approved budgets.
- Present budget and financial updates to the Board of Directors and County Commission.
- Review financial reports and monitor organizational performance.
- Provide leadership and oversight of the loan portfolio.
- Maintain positive borrower relationships and support responsible portfolio management.
- Collaborate with RRRC administrative and fiscal management staff. Fiscal management staff has primary responsibility with day to day activities and financial reports.

#### **Board Relations and Governance (5%)**

- Prepare agendas, reports, and supporting materials for Board meetings.
- Advise the Board on economic and community development trends, opportunities, and challenges.
- Recruit, orient, and support new Board members.
- Provide regular updates regarding organizational activities, outcomes, and priorities.
- Ensure compliance with applicable policies and governance requirements.

#### **Communications and Marketing (10%)**

- Develop and implement a communications and marketing strategy.
- Promote PCJDA programs, initiatives, and success stories.
- Maintain and update the organization's website and social media platforms.
- Create marketing materials, newsletters, presentations, and public information resources.
- Prepare and distribute an annual report.
- Serve as a spokesperson and ambassador for the organization at public meetings and events.
- Brief city councils annually on the JDA's activities.

### **Regional Collaboration and Partnership Development (10%)**

- Represent Pembina County in regional development initiatives and partnerships.
- Participate in RRRC staff collaboration and planning efforts.
- Engage with Real. Good., Northeast Developers Group, state agencies, and other development organizations.
- Build partnerships that advance county strategic priorities.
- Coordinate county participation in regional economic and community development activities.

### **Professional Development and Networking (5%)**

- Maintain awareness of economic development, housing, workforce, childcare, and community development trends.
- Attend local, regional, state, and national conferences, trainings, and meetings.
- Maintain professional memberships and certifications relevant to the position.
- Build and maintain professional networks that benefit Pembina County.

## **PERFORMANCE EXPECTATIONS**

Success in this role will be evaluated through:

- Progress toward Strategic Plan and Annual Action Plan goals.
- Business retention, expansion, and attraction outcomes.
- Successful grant applications and project implementation.
- Development of strategic partnerships and community relationships.
- Effective management of organizational finances and loan programs.
- Board engagement and satisfaction.
- Communication and public outreach effectiveness.
- Demonstrated contribution to county economic growth and community vitality.

## **REQUIRED QUALIFICATIONS**

- Bachelor's degree in business, economic development, public administration, marketing, communications, planning, entrepreneurship, or a related field.
- Five (5) or more years of progressively responsible experience in economic development, community development, business development, public administration, nonprofit management, or a related field.
- Demonstrated experience managing projects, budgets, partnerships, and stakeholder relationships.
- Strong written communication skills, including grant writing and report preparation.
- Experience presenting to boards, elected officials, businesses, and community organizations.
- Strong analytical, strategic thinking, and problem-solving abilities.
- Excellent interpersonal, relationship-building, organizational, and communication skills.
- High level of initiative, self-direction, and accountability.
- Valid driver's license and ability to travel throughout the region.

## PREFERRED QUALIFICATIONS

- Certified Economic Developer (CEcD) or willingness to pursue certification.
- Experience in rural economic or community development.
- Experience administering grants, revolving loan funds, and economic development programs.
- Familiarity with North Dakota economic development resources and programs.
- Experience working with boards of directors and elected officials.

## TECHNOLOGY REQUIREMENTS

- Proficiency in Microsoft 365 applications.
- Experience with social media management, website content management systems, Canva, and digital marketing tools.
- Experience with project management and collaboration platforms.
- Ability to learn and effectively utilize new software and technology systems.

## WORK ENVIRONMENT

- Position is based in Pembina County, North Dakota.
- Regular travel throughout Pembina County and the region is required.
- Occasional evening meetings and overnight travel are required.
- Hybrid work flexibility may be available in accordance with organizational policies.

## COMPENSATION AND BENEFITS

**Salary Range:** \$60,000–\$80,000 annually, depending on qualifications and experience.

**Benefits:** Comprehensive benefits package provided through the Red River Regional Council. See Shared Services Model and Employee Benefits Guide for details.

## EQUAL OPPORTUNITY EMPLOYER

The Red River Regional Council and Pembina County Job Development Authority are equal opportunity employers. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other status protected by applicable law.