

## **Rock Valley Development Director**

### **Position Summary:**

The City of Rock Valley is seeking a dynamic and dedicated Development Director to lead and coordinate the city's economic growth and vitality. This individual will manage and execute initiatives aimed at supporting existing businesses, attracting new development, enhancing housing opportunities, securing grants, and administering various economic development programs. The Director will serve as a key liaison between public and private sectors, building partnerships that drive innovation, development, and long-term community success.

### **Key Responsibilities:**

- Facilitate business, housing, and workforce retention/expansion for all sectors.
- Promote entrepreneurship and business startups within the community.
- Develop and implement marketing strategies to attract businesses and talent.
- Manage Rock Valley's Business Retention & Expansion (BRE) program.
- Oversee development, marketing, and sale of commercial and residential properties.
- Support commercial redevelopment and new retail/housing initiatives.
- Administer the city's economic development strategic plan and initiatives.
- Act as liaison to regional, state, and federal agencies and organizations.
- Prepare incentive packages and manage applications for grant funding.
- Oversee and administer programs such as the Revolving Loan Fund (RLF), Storefront Facade Program, and Tax Increment Financing (TIF).
- Coordinate capital and community development projects.
- Manage communications, social media, website, and public relations for the economic development office.
- Report regularly to the Rock Valley Economic Development Corp. Board and City Council.
- Evaluate and assist with loan applications and program eligibility.
- Coordinate public hearings, legal documentation, and project research.
- Perform other duties as assigned.

### **Minimum Qualifications:**

- High School Diploma or GED required; further education in economic development, business, public administration, or a related field is preferred.
- Previous experience in economic development is preferred but not required.
- Completion of a recognized economic development course (e.g., Heartland EDI or International Economic Development Council-approved course) within 24 months of hire.
- Must reside in Rock Valley, Iowa.

### **Skills and Abilities:**

- Excellent written and verbal communication skills.

- Strong analytical, organizational, and interpersonal abilities.
- Ability to work independently and collaboratively with stakeholders.
- Familiarity with grant writing, site development, and municipal planning.
- Understanding of community development resources and needs.
- Working knowledge of technical plans, codes, and funding programs.
- Proficiency in modern office technology and communication tools.
- Willingness to travel, including occasional overnight trips.

**Physical Requirements:**

- Occasional lifting, bending, walking, and carrying of up to 15 lbs.
- Ability to navigate varying terrains for site visits.
- Capable of light office-related physical tasks (filing, reaching, opening doors, etc.).

**Compensation:**

Salary is commensurate with experience and qualifications. A comprehensive benefits package is included.

**How to Apply:**

Interested candidates should submit a cover letter, resume, and references to:

Tom Van Maanen, City Administrator  
City of Rock Valley  
[tomvm@cityofrockvalley.com](mailto:tomvm@cityofrockvalley.com)  
PO Box 100, Rock Valley, IA 51247

This job posting will remain open until the position is filled. The City of Rock Valley is an Equal Opportunity Employer.