



**Organization: Oakes Enhancement Inc.**  
**Position: OEI Development Director**

**Starting Salary Range:** \$52,000 - \$62,400 (DOE) Full-Time, Flexible hours

Organization: Oakes Enhancement Incorporated (OEI) is a non-profit 501(c)(6) organization which has been in existence since 1989 to foster and develop existing and new business and industry in the greater Oakes Area. The region's economy is primarily supported by agriculture with some manufacturing. Oakes is a retail/service center for surrounding rural communities as well as a regional healthcare center.

Mission Statement: Oakes Enhancement, Inc. shall create an environment that stimulates commercial, industrial, and residential growth and development while enhancing the quality of life in the greater Oakes (ND) trade area.

## POSITION SUMMARY

This is a dynamic position created to design and execute the programs, projects and initiatives that contribute to the positive overall impact of OEI and its mission, under the guidance of its Board of Directors.

## RESPONSIBILITIES

- Administers and provides technical support for OEI's current program portfolio.
  - i.e. BUMP, PACE Buydowns, Charitable Gaming Fund Requests, etc.
- Routinely reviews, and reports on performance of programs and makes recommendations for revisions or new program development to address gaps or inefficiencies observed (includes soliciting feedback from applicants, partners and stakeholders).
- Present at all monthly and annual board meetings to inform on progress, activities, financials, and key performance indicators relevant to goals.
- Collaborates with Secretary to design and produce OEI communications, published reports, program literature, forms and other documents intended for internal and external release. Includes maintaining OEI sections of oakesnd.com website.
- Works closely with local, regional and state partners (departments, agencies and commissions) to stay informed on opportunities to leverage resources and/or further the mission of OEI. Makes connections or recommendations accordingly.
  - Attends and participates in local, regional and state meetings, conferences or seminars to acquire or give information and representation relating to the work of OEI (i.e. qualifies what discussions OEI should be a part of).
  - Prepares and maintains current database/directory of available resources, programs and funding opportunities.





- Manages the grant lifecycle from prospect research, through application, to reporting for OEI.
- Work with new and existing businesses and industries to understand the nature of their business, the challenges they face, and the strategies that are available to help them to eliminate and overcome those challenges.
- Promote and market the Oakes service area as a location to recruit prospective businesses and individuals, to retain existing businesses and to encourage new business start-ups.
- Serve as the point of contact for recruitment and relocation services to grow the Oakes community and promote the quality of life available here.
  - Field inquiries on housing, schools, healthcare, childcare, service and utility providers, and employment opportunities available in Oakes.
  - Provides general information about the area's lifestyle and amenities as well as support to facilitate a smooth transition into the community.
- Work with the regional education partners, SRCTC, Oakes Public Schools, and other regional schools to help align graduating students with local business and industry to help meet regional workforce needs.
- In general, supports economic vitality, community building and workforce development activities in Oakes
- Other duties as assigned by the OEI Board of Directors.

## SKILLS AND ABILITIES

- Must recognize the importance and value of performing all duties at the highest level of integrity and ethics. All direct and indirect communications with people must be done in a way of conveying respect for other peoples' ideas, interests, and capabilities.
- Must operate OEI programs and manage OEI resources with a focus of accountability to assure the organizations public and private resources are managed appropriately.
- Must have interpersonal skills that will allow for establishing and maintaining effective working relationships with Board of Directors, City of Oakes officials, Dickey County officials, private investors, partner organizations, stakeholders, private businesses, state agencies, federal agencies, and residents etc.
- Must have ability to work in a multi-tasking environment, which requires prioritizing and managing multiple projects and tasks at the same time. Must maintain strong attention to detail, working in a busy and sometimes stressful environment and changing priorities.





- Exceptional networking skills (using all communications mediums and methods) are a necessity. Seeking out and developing new relationships to broaden a network of people that understand and speak positively about Oakes and greater trade area.
- Effective team building and leadership skills that can motivate support and action by others through cooperative relationships.
- Must have the capacity to work closely with the OEI Board and its partners to fully understand the mission of OEI and ensure the organizations programs and initiatives are developed and implemented in alignment with that vision.
- Must have the ability to be a good problem-solver. Having capabilities to assess a situation, evaluating outcome scenarios, and involving appropriate decision makers, when necessary, etc..
- Must be capable of gathering information, interpreting policies, evaluating local/state/federal laws and utilizing other information to formulate strategies and programs.
- Autonomy of position will require a high degree of reliability, accuracy, and productivity. Must be self-motivated, using initiative and independent judgment within established guidelines.
- Proven experience utilizing software systems for word processing, spreadsheets, visual presentations, newsletters, email, social media networks, database, etc. Proficiency in Microsoft Office suite of programs preferred.
- Must have a general understanding of financial management, accounting principles, business investment, and program planning and evaluation.

## KNOWLEDGE AND EXPERIENCE

- **Education** -A Bachelor's degree in Business Administration, Economics, Planning, Finance, or other related field. Bachelor's degree requirement may be waved in lieu of experience.
- **Experience** - Three years of similar or related business experience.





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## WORKING CONDITIONS AND ENVIROMENT

- **Direct Supervisor** - Board President
- **Work Location** - Primarily Remote, Office provided as needed or by appointment
- **Hours** – Full-time position with flexi-schedule, must be willing and capable of working extra or irregular hours as program delivery demands requires.
- **Flexible Time Off** – Time off can be taken for any reason – such as sickness, holidays, vacation, or other personal time – if it doesn't impact their job duties/coverage during core working hours. Employee will be asked to track time off that exceeds 8 hours (one day). If time off exceeds more than 2 consecutive days of unavailability, they will need to provide adequate notice. If time off exceeds 4 consecutive days they will need to have prior approval.
- **Travel** - Must be in possession of a valid driver's license and be able to travel as required.

## TO APPLY

If you are interested in this opportunity, please submit a cover letter and resume to [aobrien@drtel.net](mailto:aobrien@drtel.net). The cover letter may be addressed to OEI Board of Directors.

Review of candidates will begin immediately, and we encourage early applications. Applicants applying by January 31, 2025, will be given priority consideration, with the position open until filled.

