



# SIoux FALLS

DEVELOPMENT FOUNDATION

**Position:** Project Coordinator & Executive Assistant

**Position Summary:** This team member will support the mission of the Sioux Falls Development Foundation by organizing events, meetings and activities that promote the organization's key goals and strategies in positive and client-centered ways. The position requires a high degree of organization and coordination of resources to ensure the successful implementation of Foundation projects and events.

**Controls Over the Position:** The position reports to the President/CEO. This position is 40 hours/week with limited overtime. Irregular work hours outside of 8 a.m. to 5 p.m. may be required to cover various community events and activities.

**Corporate Mission:** Since 1954, the Sioux Falls Development Foundation has been leading the way in creating one of the most vibrant, secure, and growing economies in the nation. Founded by a group of far-sighted business leaders, the SFDF is a non-profit economic development corporation with the mission of improving the economy of the Sioux Falls region. We connect businesses with the people, tools and resources they need to be successful.

### Major Duties:

- **Project & Event Coordination**
  - Plan and organize logistics for Development Foundation events, prospect hostings, conferences and seminars, including:
    - Establishing and maintaining positive relations with event venues, vendors, and sponsors
    - Coordinating facilities, vendors, meals and logistics associated with the event
    - Managing registration records for the event
    - Provide excellent communication with clients, vendors and team members throughout the process
  - Organizing meetings, including scheduling, sending reminders and organizing catering and audio visual when necessary. May include taking minutes.
- **Executive Support**
  - Support the executive staff with scheduling and administrative tasks.
  - Support the staff with presentations, proposals and informational materials to prospects, Board of Directors, and other stakeholders.

### Special Skills:

- Excellent customer service skills
- Excellent organizational, scheduling and planning skills
- Outstanding written and verbal communication skills
- Basic understanding of social media and other communication tools
- Excellent computer skills, including Microsoft Office

### Qualifications:

- Must be a self-starter and able to work without extensive oversight
- Must possess writing and proofing skills to produce relevant online content and contract management
- The ability and willingness to travel locally is required
- Excellent writing and editing skills
- Ability to create attractive, clear and concise documents and presentations

**To Apply:** Interested candidates should submit a cover letter, resume with references, and salary expectation by January 17, 2025, to: Bob Mundt, Sioux Falls Development Foundation, 200 N. Phillips Ave., Suite 301, Sioux Falls, SD 57104, or email to [Bobm@siouxfalls.com](mailto:Bobm@siouxfalls.com).