

Operations and Economic Development Manager Job Description and Qualifications

Job Type: Full-time; Salary

Closing Date: Position is open until it is filled

Reports to: President and CEO of the Arkadelphia Regional Economic Development Alliance

About Us

The Arkadelphia Regional Economic Development Alliance makes a positive impact by leading economic and community development efforts that advance growth and prosperity in Clark County, Arkansas.

Position Summary

The Operations and Economic Development Manager is responsible for the administrative, operational, and organizational management of the Arkadelphia Regional Economic Development Alliance (AREDA). This position ensures the smooth day-to-day functioning of the office, supports the CEO and board, maintains systems and records, and provides administrative coordination for economic development programs. This role emphasizes internal management, compliance, documentation, and partner coordination.

Key Responsibilities

Office & Operations Management

- Manage daily office operations, workflows, and administrative systems.
- Serve as the primary office manager, ensuring organization, consistency, and continuity of operations.
- Maintain filing systems, records retention, contracts, and organizational documentation.
- Order supplies, manage vendors, and coordinate office needs.

Financial Administration Support

- Coordinate with fiscal agents, auditors, or finance partners as needed.
- Manage AREDA accounts payable and receivable.

Board & Governance Support

- Coordinate all board and committee logistics, including calendars, notices, agendas, packets, minutes, and records.
- Maintain board rosters, terms, bylaws, policies, and governance documentation.
- Track board actions, motions, and follow-up items to support accountability.

CEO & Executive Support

- Provide direct administrative and operational support to the CEO and EVP.
- Prepare correspondence, reports, presentations, and briefing materials.
- Manage scheduling, meeting coordination, and follow-up tasks.

- Assist with strategic plan tracking and implementation support.

Economic Development Program Administration

- Provide administrative coordination for economic development programs, initiatives, and projects including site maintenance review and scheduling.
- Track project timelines, deliverables, and documentation.
- Assist with incentive paperwork, compliance documentation, and records management.
- Serve as the secondary property manager on Arkansas Site Selection Center with primary responsibility for keeping all Clark County sites and buildings up to date.
- Assist the CEO in responding to Requests for Information (RFIs) and/or other business attraction and expansion opportunities.
- Works with the Director of Marketing and Communications to ensure property information is up to date on printed materials, the AREDA website, and other means of communication.
- Schedule business visits, community, or partner meetings as directed by the CEO.

Communications & Records Management

- Maintain organizational calendars, contact lists, and official correspondence records.
 - Assist with basic communications, announcements, and reporting in coordination with the CEO.
 - Ensure consistent documentation of activities, outcomes, and organizational performance.
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Qualifications

Education & Experience

- Bachelor's degree in business administration, public administration, nonprofit management, or a related field preferred.
- 2-3 years of experience in office management, administrative management, nonprofit administration, or local government operations preferred.
- Experience supporting executive leadership and boards preferred.

Skills & Competencies

- Exceptional organizational and administrative skills with strong attention to detail.
 - Ability to manage multiple priorities independently in a small-office environment.
 - Strong written and verbal communication skills.
 - Proficiency with office productivity tools, CRM systems, and document management platforms.
 - High level of discretion and professionalism in handling confidential information.
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Desired Attributes

- Highly dependable and process oriented.
- Comfortable working behind the scenes to support organizational success.
- Adaptable and resourceful in a small-team environment.
- Strong sense of accountability and follow-through.

Working Conditions

- Primarily office-based with some local travel and occasional out-of-area meetings or professional development events.
- Occasional evening or weekend work for organizational events.

Compensation and Benefits

- Compensation based on experience
- Benefits include medical, dental, and vision insurance, paid vacation, holidays, sick leave, and 401K with match

How to Join the Team

Please submit your resume and cover letter via one of the methods below.

Via Mail:

Shelley Short
President/CEO
Arkadelphia Regional Economic Development Alliance
201 N. 26th Street
Arkadelphia, AR 71923

Via Email: Candidates must submit a cover letter, resume, and references, combined into one PDF document to shelley@arkadelphiaalliance.com. Please include "Operations and Economic Development Manager" in the subject line of the email.

The Alliance is an Equal Opportunity Employer and will consider all qualified applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other protected characteristic under federal, state, or local law.