

POSITION: Economic Development Director

REPORTS TO: Board of Directors

NATURE AND EXTENT OF ASSIGNMENT:

Basic Function: The Economic Development Director administers and manages the economic development activities of the organization.

Scope: The ED Director is responsible to the Board of Directors for the full range of activities - coordination of the program of work; organizational structure and procedures; motivation of Volunteers; income and expenditures; maintenance of stakeholders and investors; interpretation of policy; maintenance of Quarters; long range planning.

FUNCTIONS:

1. Program of Work -- The ED Director is responsible for identification of organizational needs and for the preparation of a program of work designed to meet these needs. This involves a constant evaluation of the program, with recommendations for change as needed, and a system of measuring progress toward attainment of program and community goals.
 - a. Develops and administers a comprehensive economic development strategy for the organization.
 - b. Develops and administers a comprehensive outreach program to new and expanding businesses.
 - c. Develops a business visitation program and conducts personal visits to area businesses to assess business climate issues and concerns.
 - d. Develops and administers a prospect visitation program.
 - e. Manages the marketing efforts of the organization to include developing and implementing promotional and marketing programs and materials.
 - f. Develops and administers a small business development program.
 - g. Identifies the interests and priorities of businesses located in the region.
 - h. Monitors and evaluates the effectiveness of various economic development programs and efforts.
 - i. Reviews and evaluates economic development proposals for feasibility and funding consideration.
 - j. Establishes and maintains a database of existing businesses, vacant commercial properties, industrial properties, and potential properties for future development.
2. Income and Expenses - The ED Director is responsible for developing the organizational budget, and relating budget to program goals, as approved by the Board of Directors. The ED Director is responsible for all expenditures within the framework of the budget. The ED Director will prepare monthly financial statements of income and expenses.
3. Investors - The ED Director is responsible for the solicitation of new investors and managing the relationship of existing investors so as to maintain investments at a level that will ensure necessary income for the operation of the organization.
4. Other Funding Sources – The ED Director will research sources of possible federal, state, and local funding opportunities for the organization.

5. Interpretation of Policy - The ED Director will ensure that Organizational Policy, as established by the Board, is properly recorded in minutes and indexes in the Policy Manual. The ED Director will assist the Board, Committees, and Stakeholders in interpretation of policy in relation to any given question of program.
6. Headquarters - As approved by the Board of Directors the ED Director is responsible for the location, design and maintenance of headquarters that will provide for an efficient operation and present an attractive "Front Door" for the use of stakeholders, the community and potential prospects.
7. Long-Range Planning - Under the direction of a constantly evolving Board of Directors and an annually changing roster of officers, the ED Director is responsible for maintaining continuity and consistency in programming. Based on proper research of community needs, the ED Director must anticipate emergency and long-range opportunities and recommend Organizational and Community programs to meet such opportunities.
8. Liaison:
 - a. With the Board of Directors - The ED Director must earn and maintain the respect and confidence of the Board, individually and collectively. The ED Director is responsible for preparing an agenda, maintaining Board Minutes and records, carrying out plans and programs of the Board in accordance with established policies serving as representative of the Board for all contacts with the community and stakeholders, initiating programs for consideration by the Board, and advising the Board on all matters under consideration.
 - b. With Investors and Stakeholders - The ED Director must motivate members to support - personally and financially - an aggressive organizational program. The must analyze and interpret the needs of members and recommend revisions to improve service and assistance to make involvement more valuable. The ED Director will entertain suggestions, proposals, and requests from stakeholders and translate them into action consistent with the fundamental objectives and policies of the organization.
 - c. With the Community - Through personal contacts with key community leaders, the ED Director helps shape the Community. The ED Director is frequently called upon to relate organizational activities to the activities of all groups in improvement of the commercial, industrial, and civic life of the community.
 - d. ED Related Organizations – The ED Director must develop and maintain supportive relationships with other local, regional and state economic development organizations, existing regional businesses, real estate networks, and utility providers.

The ED Director represents the organization in meetings of local, state and national organizations. The ED Director must constantly strive to develop a better public understanding of the purpose and functions of the organization.

9. Other duties as assigned.

RESPONSIBILITY AND AUTHORITY:

Material or Products:	Within budget allocation, the ED Director is responsible for the purchase, storage and use of all organizational supplies and equipment.
Money:	The ED Director is responsible for the income of the organization, including funds from other sources that are administered by the organization.
Boards & Committees:	Participates in local and regional committees and boards addressing business issues and concerns.
Reporting:	Prepares reports, drafts policies/procedures, and makes presentations as needed.

EDUCATIONAL AND SKILL REQUIREMENTS:

- A Bachelor's Degree in a businesses related field
- Any combination of experience and training which provides the required knowledge, skills, and abilities
- Experience in project management is preferred
- Experience with Microsoft Office, Microsoft Outlook, and other office productivity tools
- Strong presentation skills
- Strong relationship management skills
- Knowledge of the Economic Development Process and prospect / project experience is a bonus.
- Completion of the Basic Economic Development Course is preferred.
If not completed, attendance to this course will be a requirement upon hire.
- Ability to Multi-Task is a must.
- Must be a self-motivated individual.
- Entrepreneurial minded candidates are preferred, with strong business acumen
- Strong marketing and design skills will be necessary to success in this position