



Job Description
Business Development Director
Morgan County Economic Development Corp.
www.morgancoed.com
Full-time with benefits

Summary:

Morgan County Economic Development Corp. is a 501(c)6 nonprofit focused on the facilitation of investment that leads to long-term community prosperity. MCEDC serves Morgan County, a suburb of Indianapolis, and is a member of the Indy Partnership regional economic development organization.

The Business Development Director reports directly to the Executive Director. The primary responsibility is to develop, maintain, and enhance all functions of the EDC. This position is primarily the first point of contact for all communication and inquiries into the Morgan County EDC office. This position provides administrative support to the Morgan County EDC staff and Board of Directors including, but not limited to, bookkeeping, marketing and public relations, and event planning. Additionally, the Business Development Director assists the Executive Director with business retention and expansion, project management, small business and entrepreneurial services, and community development. Interested candidates should send a resume and cover letter to the attention of Mike Dellinger, Executive Director, at MCEDC@MorganCoED.com no later than May 6th.

Qualifications:

- Bachelor's Degree in applicable field
- 2-4 years economic development related experience preferred
- Proficiency with Microsoft Office, QuickBooks, and Internet Tools
- Ability to work independently and to manage multiple projects and priorities
- Excellent oral and written communication skills
- Strong interpersonal skills

Responsibilities include, but are not limited to:

Administrative and Office

- Maintain and manage office files
- Answer phone and take messages; respond to request if possible
- Prepare all Executive Committee and Board meeting documents
 - Distribute all meeting notices, minutes, and board documents prior to meeting
 - Take minutes
 - Coordinate and develop meeting and location schedule annually
 - Distribute basic follow-up items to Board members
 - Create Board books for new directors
- Represent organization at community functions when requested by the Executive Director
- Participate in economic development continuing education classes

Financial

- Ensure bills are paid in a timely manner
- Ensure profit and loss is in line with annual budget
- Maintain documents required for audit

- Reconcile accounts

Special Events Coordination and Other Duties

- Provide support for the planning of the Annual Meeting and Quarterly Partner Breakfasts
- Co-chair of the Morgan County Career Expo along with the Martinsville Chamber of Commerce
- Chair of the Morgan County Job Fair
- Provide support and coordination for other conferences, special meetings, luncheons, and other programs and seminars that may take place throughout the year

External Marketing:

- Maintain and update the website and other social media communications
- Develop and maintain all touch points for prospective clients, including electronic and hard copy
- Create and maintain contact databases of site consultants, commercial brokers, and corporate management

Public Relations and Community Outreach:

- Design and distribute press releases to announce events or business related successes
- Assist and support the Executive Director with investor relations and investor development programs
- Develop and distribute community updates for public officials, investors, stakeholders, partners, and the general public
- Represent the organization at community involvement functions, at the request of the Executive Director

Business Recruitment:

- Have a working knowledge of local and state incentive programs for prospective businesses as well as private and not-for-profit business resources
- Manage attraction projects and prospect response and delivery
- Follow-up with prospect contacts to and respond if more information is required
- Represent the organization at public meeting functions, at the request of the Executive Director

Business Retention and Expansion:

- Assist the Executive Director in executing a BRE Plan/Strategy
- Have a working knowledge of local and state incentive programs for existing businesses as well as private and not-for-profit business resources
- Conduct project management functions with the Executive Director
- Manage the Employer Wage & Benefits Survey
- Assist the Executive Director with existing business outreach programs that include but are not limited to existing business surveying, direct mailing campaigns, and roundtable forums
- Participate in public speaking to discuss business assistance resources, as appropriate
- Manage and coordinate employee recruitment opportunities for our largest employers
- Be willing to attend economic development seminars and conventions to establish and maintain business contacts and increase economic development knowledge

Small Business and Entrepreneurship:

- Coordinate small business low interest loan programs
- Assist the Executive Director in the creation and execution of strategic initiatives to further strengthen the resources available to small businesses and entrepreneurs
- Work with the Chambers of Commerce, Indiana Small Business Development Center, and The Source Coworking space on Small Business and Entrepreneurship programs
- Have a working knowledge of what resources are available to small businesses