

JOB DESCRIPTION

Executive Director –Economic Development Center of Washington County

This position requires a variety of supervisory, administrative, technical, and professional work in the preparation and implementation of economic development plans, programs, and services. The individual must have a thorough knowledge of economic development, business development and recruiting principles, techniques, and programs; the ability to communicate effectively in a written, oral, and a visual manner; the skills to establish and maintain effective working relationships with industrial and business representatives and employees, public officials, federal, state, and local departments, and the general public; the ability to analyze and interpret complex information; the ability to carry out projects to their completion; the ability to train and supervise personnel; and the experience necessary to operate, maintain, and upgrade a dynamic and technically contemporary economic development office. A minimum of three to five years of experience in an Executive Director capacity and a Master's Degree in Economic Development is preferred (A Master's degree in a closely related field is acceptable in lieu of a Master's in Economic Development). An expanded synopsis of some the more important requirements for the position of Executive Director follows.

PROJECT MANAGEMENT

The individual is responsible for managing all types of projects consistent with the day-to-day operations of an economic development organization. This person must be capable of assembling local, state, and federal support necessary for both large and small scale developments including: Boards of Supervisors and City Boards, Senators and Representatives, Mississippi Development Authority, the EDA, business and community leaders, real estate developers, and the news media. The position requires the ability to perform research, analysis and evaluation of technical information to determine project feasibility, project requirements and logistics, and economic impact of proposed developments and expansions. The director also must have the vision and determination needed to carry out projects to their completion.

Industrial and Commercial Development - The director will be expected to recruit and assist new industrial and commercial businesses to the area. The individual must be capable of identifying target companies and their respective contact persons, initiating sales calls, and making proposals and presentations to the identified client. A strong background is necessary in various fields of manufacturing, real estate and negotiations, sales and contract agreements, leasing and lease purchase options, business specific practices, trends, and requirements, demographics and labor profiles, market and trade area analysis, transportation modes and systems, bond issues and other public finance programs, incentives, taxation issues, construction and engineering techniques, land use law, economic geography, and public relations to name a few.

Business Retention and Expansion - Requires the individual to establish an ongoing working relationship with the businesses of the county inherent to a business and industry visitation program. A priority will be placed on communications with the areas largest employers. In addition, the individual will need to be experienced with implementing and operating a program of business retention and expansion.

Industrial Park Development - The director must be experienced with all aspects of developing vacant lands into industrial parks from the point of acquiring lands to preparing for and making the sale. Time restraints require the individual to possess a strong understanding of subjects and issues such as real estate, topography, regulatory permitting requirements, civil and structural engineering, cost estimating, funding source application process and requirements, site data compilation and presentation, and construction.

ECONOMIC DEVELOPMENT MARKETING SPECIALIST

The individual is responsible for updating and maintaining a process-oriented marketing plan which focuses on identifying industrial and commercial prospects and encouraging them to locate new facilities to the area by means of presentations, proposals, and negotiations.

Proposals and Publications - The individual is responsible for operating and continually improving a state-of-the-art computer system for producing customized business proposals and information packages. This requires computer graphics design and layout experience and a high level of artistic and technical creativity.

Networking with Recruiters and Allies - This person must be able to identify both public and private industrial recruiters throughout the state and country who can be tapped for business leads consistent with the marketing plan. The individual must be capable of establishing and maintaining long-term relationships with these people. The same situation also must exist between the executive director and allies in the field of economic development such as the state development agency, successful local agencies, utilities, state government institutions and departments, Universities and Junior Colleges, construction and engineering firms, law firms, advertising agencies, and corporate real estate executives.

Trade Shows - This person must have received extensive training in and has the experience and ability necessary to coordinate all aspects of a trade show including pre-show arrangements such as booth logistics, attendee scheduling, booth sales, direct mail, and company research as well as follow-up proposals and visits.

Salary Range - \$80,000 - \$120,000 annually – Plus benefits/incentives. Based on experience and qualifications

Send resume electronically to:

kdowdy@deltaedc.com

Mail resume to:

Kim Dowdy
Economic Development Center of Washington County
PO Box 933
Greenville, MS 38702

Contact Name and Number:

Kim Dowdy, 662.378.3141

Please submit resume by September 3, 2010

Economic Development Center of Washington County, Inc. is an equal opportunity employer.