

**Perry County Economic Development Authority
Job Description**

Position Title: **Executive Director**

FLSA Status: **Exempt**

JOB DESCRIPTION: EXECUTIVE DIRECTOR

SUMMARY: The Executive Director is a senior level, professional position responsible for the successful leadership and management of the Perry County Economic Development Authority (EDA) according to the strategic plan and direction set by an eight-member interagency Board of Directors. The Executive Director objectively and proactively represents the interests of the community in developing and implementing strategies for business and industry attraction, expansion, and retention; represents the community by interacting with key business, government, and institutional leaders; works to increase housing stock and enhance the quality of life in the community; and serves as a liaison between the community and various business organizations and associations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and presents a comprehensive economic development marketing plan for Perryville/Perry County; conducts market research about the area and its competitors; gathers, interprets, and prepares data for studies, reports, and recommendations;
- Responds promptly to all requests for information for economic development prospects and purposes;
- Supervises and directs the efficient and effective day-to-day operation of the organization;
- Works with the EDA Board to establish measurable objectives for job performance;
- Promotes and manages the operations of the Catalyst Center for Business, providing a co-working space, business incubator and multiple community meeting rooms;
- Works in concert with the Perry County Heritage Tourism Director to promote the community and supervise and direct EDA staff performance;
- Develops agendas and coordinates activities with the EDA Board, City of Perryville, Perry County Commission, Perryville Development Corporation, Perryville/Chester Development Corporation, and Industrial Development Authority; serves as secretary for the Perryville Development Corporation;
- Actively serves as a member of various committees with allied organizations as assigned; assists staff, local government officials, and affiliated organizations as assigned;
- Provides technical support and professional advice to community partners; delivers presentations as needed; provides up-to-date information on issues, programs, services, and plans pertaining to economic development marketing, business attraction and retention efforts; maintains information on utilities, taxes, zoning, transportation, community services, financing tools, demographics, etc. as part of the marketing program;
- Develops and maintains a comprehensive inventory of available industrial/ commercial/warehouse buildings and sites in the Perryville area as part of the marketing program; works cooperatively with area realtors;
- Facilitates all available resources needed to locate or relocate economic development prospects while coordinating activities with state and regional agencies to increase cooperation and promote economic marketing and business attraction opportunities;
- Actively engages with the community, businesses, and industry;
- Responsible for fiscal management and record keeping for several affiliate groups and organizations;
- Prepares promotional materials, develops and maintains an economic development web site, and provides other materials/services deemed to carry out an effective marketing program;
- Plans and coordinates a public relations program to enhance public acceptance of area-wide economic development projects; provides for marketing and promotion as necessary;
- Serves as a member of multiple trade organizations and attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development marketing and business attraction;
- All other duties as assigned.

REQUIREMENTS FOR POSITION

- A combination of education, training, and experience that demonstrates ability to perform the essential functions of the position;
 - Must test negative to pre-employment and random drug testing and pass all required pre-employment screenings;
 - Must have a valid driver's license and pass a criminal and background check;
 - Must be willing to travel and be available during select evenings and weekends for meetings and special events;
 - Must satisfactorily complete prescribed trainings and obtain necessary certifications within timeframe allotted.
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PREFERRED QUALIFICATIONS

- Bachelor's degree in relevant field of study and/or CEcD certification;
 - Previous experience with economic development, business financing and maintaining public/private partnerships;
 - Five or more years of documented success in economic development, workforce development and/or downtown re-development/revitalization;
 - Previous experience in solicitation of program funding and maintaining public/private partnerships in economic development.
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PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- High degree of emotional intelligence and the ability to develop and maintain relationships;
 - Skills in consensus and coalition building;
 - Exceptional written and verbal communication skills; attention to detail; planning and organizing abilities; time management skills; customer-service oriented;
 - Ability to develop partnerships with private companies, state, local and regional partners;
 - Knowledge of economic development incentives, programs and funding opportunities;
 - Ability to maintain and protect confidential information;
 - Ability to stay calm and tactful under pressure.
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PHYSICAL DEMANDS AND WORKING CONDITIONS

- Regularly required to sit, stand, walk, reach, use hands and fingers to handle and feel, talk and hear;
- Frequently required to stoop, kneel, crouch, squat, bend, lift overhead, carry, twist, turn, push, pull, climb and balance;
- Occasionally required to lift and/or move up to 25 pounds;
- The noise level in the work environment is moderately low.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.