



Job Title:	Chief Executive Officer (CEO)	FLSA Status:	Exempt, Full-Time
Reports To:	CCEDC Board of Directors	Salary Range:	\$70,000 - \$80,000

Position Summary:

The Chief Executive Officer (CEO) provides visionary leadership, strategic direction, and operational oversight for the Carroll County Economic Development Corporation (CCEDC). The CEO is responsible for fostering economic growth by attracting and retaining businesses, enhancing workforce development, and collaborating with public and private stakeholders to create a sustainable and diversified economy, with a strong emphasis on agriculture as a key pillar of the local economy.

The CEO works closely with local government officials, elected leaders, businesses, educational institutions, and other stakeholders to create a sustainable, diversified, and thriving economy for Carroll County.

Essential Duties & Responsibilities:

Business Attraction

- Lead efforts to attract new businesses to Carroll County, targeting key industries that align with the county’s strategic economic goals.
- Represent the county at marketing events, conferences, and other networking activities to promote Carroll County as a prime business location.
- Develop marketing campaigns and materials to showcase the advantages of doing business in the county.
- Respond to inquiries from potential investors, site selectors, and businesses, providing detailed information about available resources and incentives.

Business Retention and Expansion (BRE)

- Develop and implement strategic programs that support the growth and sustainability of existing businesses in the county.
- Engage with local businesses regularly to understand their needs, challenges, and opportunities for expansion.
- Identify businesses at risk of downsizing or relocating and develop strategies to retain them within the county.
- Collaborate with regional and state economic development partners to provide technical assistance and resources to local businesses.

Workforce Development

- Collaborate with educational institutions, workforce agencies, and employers to address workforce needs in Carroll County.
- Develop and promote workforce training programs that align with the needs of local businesses and industries.

- Facilitate partnerships between businesses and local schools, colleges, and training programs to foster talent pipelines for in-demand skills.
- Monitor labor market trends and workforce data to anticipate future skill needs and inform economic development strategies.

Infrastructure Development

- Work with local and regional stakeholders to identify and prioritize critical infrastructure projects that will support economic growth.
- Advocate for the development and improvement of transportation networks, utilities, broadband, and other essential infrastructure in the county.
- Identify funding through grants, public-private partnerships, and other means to support infrastructure initiatives. Secure funds where possible.
- Ensure that infrastructure projects are aligned with the long-term economic development goals of the county.

Site Acquisition and Development

- Lead efforts to identify, acquire, and develop sites suitable for business and industrial use.
- Work with landowners, real estate professionals, and government agencies to facilitate land use and zoning approvals for site development.
- Ensure sites are prepared for business attraction through pre-development activities, such as environmental studies, permitting, and utility access.

Community & Stakeholder Engagement

- Build and maintain strong relationships with local government officials, elected leaders, business owners, industry groups, and community organizations.
- Act as a key spokesperson for the EDC, advocating for policies that support economic growth.
- Facilitate partnerships between public and private sectors to drive regional economic development.
- Organize and participate in community outreach efforts, business roundtables, and public forums.
- Participate in professional organizations, including local, regional, and state economic development organizations and affiliates.
- Attend public and local government meetings to present and promote CCEDC initiatives.

Operational and Fiscal Management

- Provide regular reports to the Board of Directors regarding the planning, execution, and results of CCEDC programs, including follow-up recommendations.
- Supervise all hired and volunteer staff, assign duties and tasks, and ensure work is completed in a timely manner.
- Make recommendations regarding hiring, firing, and disciplinary actions, and conduct performance reviews for all staff.
- Make policy, budgeting, and planning recommendations to the Board of Directors.
- Implement Board decisions and supervise day-to-day operations.
- Assist the Board in developing and communicating the mission and vision of the CCEDC.

- Attend all Board meetings and Executive Committee meetings and be fully informed regarding current priorities and activities of the organization.

Knowledge, Skills & Abilities Required to Perform Essential Job Functions:

- Strong understanding of economic development principles, business retention/expansion strategies, and public-private partnerships.
- In-depth knowledge of local, state, and federal economic development programs, incentives, and funding sources.
- Excellent leadership, negotiation, and relationship-building skills.
- Strong public speaking and advocacy abilities.
- Proficiency in financial management, strategic planning, and project management.
- Ability to analyze economic data and market trends to drive decision-making.
- Knowledge of land acquisition, entitlement process, site development and commercial real estate.
- Strong written and verbal communication skills.

Qualifications:

Due to the high level of responsibility of this role, the ideal candidate will possess, at a minimum, the following qualifications.

- **Education:** Bachelor’s degree in economic development, business administration, public administration, finance, urban/regional planning, or a related field (Master’s degree preferred).
- **Experience:** Minimum of seven (7) years of leadership experience in economic development, business development, public administration, or a related field.
- **Certifications (Preferred):** Certified Economic Developer (CEcD), Economic Development Finance Professional (EDFP), American Institute of Certified Planners (AICP), or similar credentials.

Additional Information:

Work Environment and Conditions:

This position is based in Carroll County, with duties performed in both an office setting and in the community. Some travel may be required to attend meetings, conferences, and networking events. Evening or weekend work may be necessary depending on project demands.

Application Process

Interested candidates should submit a cover letter, resume, and references to Jonathan Blake, Interim Executive Director, via email at info@carrollcountyedc.com.

The Carroll County Economic Development Corporation is an Equal Opportunity Employer.

Revised by:	Jonathan K. Blake jblake@RJLSolutions.com	Date Approved:	
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