

# Carroll County Economic Development Corporation (CCEDC)

## *Executive Director ~ Position Description and Necessary Qualifications*

**Reports to:** Carroll County Economic Development Corporation Board of Directors

**Overview:** The Executive Director is the Chief Executive Officer for CCEDC. The Executive Director coordinates and administers all CCEDC programs and activities and oversees all CCEDC staff and volunteers.

**Essential Duties:**

1. Business and Industrial Attraction
  - a. Seek and attract appropriate industry to Carroll County to improve quality and number of available jobs and the business and tax base.
  - b. Work with local government leaders to develop creative opportunities for new business and industry in Carroll County
  - c. Work with existing business and industry to encourage them to grow and thrive in Carroll County
  - d. Maintain a presence in the County with key stakeholders and in Economic Development arenas to keep Carroll County visible as a desirable option for development.
  
2. Promotion of the Economic Development Corporation and Initiatives
  - a. Work with key stakeholders to build relationship, demonstrate the value of the EDC and set appropriate funding expectations for the long-term sustainability of the EDC.
  - b. Work with functional and ad hoc committees to plan, develop and manage EDC programs.
  - c. Provide regular reports to the Board regarding the planning, execution, and results of EDC programs, including follow-up recommendations.
  - d. Participate in professional organizations, including other local, regional, and state Economic Development organizations.
  - e. Attend public and governmental meetings to present and promote EDC initiatives.
  
3. Development and Project Funding
  - a. Develop and implement short- and long-term plans for funding economic development projects.
  - b. Create and develop marketing tools, including brochures, web site and newsletters.
  - c. Network with other similar EDC organizations, funding organizations, and nonprofit professionals.
  - d. Develop and implement a plan for growth of EDC programs and projects.
  
4. Operational and Fiscal Management
  - a. Make policy, budgeting, and planning recommendations to the Board of Directors.
  - b. Implement Board decisions and supervise day-to-day operations.
  - c. Assist the Board in developing and communicating the mission and vision of the EDC.
  - d. Attend all Board meetings and be fully informed regarding Committee meetings and activities.

- e. Assist and supervise the planning of EDC projects, including funding for development and site procurement.
- 5. Supervision of Staff
  - a. Supervise all hired and volunteer staff, assign duties and tasks, and ensure that all operations and activities of staff are completed timely and completely.
  - b. Make recommendations as to hiring, firing, disciplinary action and conduct performance reviews of all staff.
  - c. Develop position descriptions, delegate duties, and manage staff time off.
- 6. Civic Activities The Executive Director is encouraged to participate in community and civic activities of the County as a representative of the EDC. The EDC will reimburse reasonable expenses as approved by the Board.
- 7. Nonessential Duties include assistance with meeting set-up, clean-up (may involve moving furniture).
- 8. Other Duties as directed by the Board of Directors.

**Position Parameters:**

- 1. Full-Time Exempt Status. This is a full-time FLSA exempt position, consisting of salary-based compensation and supervision of staff and volunteers. Independent and self-guided execution of duties is mandatory.
- 2. Time Requirement. Compensation is based upon a 40-hour workweek, but as with any executive position, time commitment before and after the normal workday, including evenings and weekends, will be expected.
- 3. Skills Required.
  - a. Ability to work with people is a primary requirement. The ED will work closely with the Board of Directors, will present information and requests to government officials and the public, and will work with counterparts in other counties on a regular basis.
  - b. Computer skills are necessary, including competence with word processing and spreadsheet software, ability to communicate via email and familiarity with obtaining information from the Internet.
  - c. Understanding and using Social Media as a tool for promoting the EDC, reporting on key accomplishments, and connecting key partners with EDC programs and each other
  - d. Communication skills, including public speaking and writing skills, are essential.
- 4. Travel. Ability to travel required. The ED travels regularly and extensively within Carroll County, in the surrounding region and state-wide.

### **Minimum Qualifications and Characteristics:**

1. Considerable experience is required in economic and community development, including administrative responsibility, plus a Bachelor's Degree with coursework in business, finance, economics, public administration or related topics from an accredited college or university, and at least three (3) years' experience in economic development. Marketing and Finance skills a plus. Working knowledge of zoning, infrastructure, and planning programs a plus.
2. Demonstrated organizational, administrative and interpersonal skills.
3. Experience working with diverse constituents.
4. Ability to effectively advocate proposals to government officials and the public.
5. Ability to work with a diverse Board of Directors and provide leadership in promoting Carroll County and the EDC to stakeholders
6. Demonstrated proficiency in personal computer applications, including word processing, spreadsheet and database.
7. Ability to communicate clearly, persuasively, and tactfully in English.
8. Willing and able to enforce policies, procedures and rules.
9. Strong moral compass and self-motivated work ethic.

Updated: August 20, 2020