

Pocahontas County Economic Development Commission

POSITION TITLE	Executive Director
PURPOSE	Responsible for implementing economic development activities which foster, encourage, promote, assist or otherwise aid growth and development
ACCOUNTABILITY	The Executive Director shall be accountable to the PCEDC Board of Directors

BASIC RESPONSIBILITIES

1) ECONOMIC DEVELOPMENT

- Develop, implement and review short and long-range programs of work
- Coordinate business & industrial recruitment offers
- Conduct development relocation negotiations and transactions
- Work closely with existing industry and business to gain insights and information on new opportunities
- Establish and maintain relationship with existing business, industry, governmental, and other groups invested in economic development activities
- Encourage regional economic development opportunities, sharing and cooperation
- Administer the Pocahontas County Economic Revolving Loan Fund

2) MARKETING

- Promote and distribute marketing communications and messages
- Coordinate and provide updated information for IDA and other allied marketing efforts
- Establish and maintain contract with prospects and key development allies
- Collaborate and coordinate with the marketing coordinator and others on new strategic marketing initiatives

3) COMMUNICATION

- Foster communication between local, regional and state entities
- Develop and implement method for reporting efforts to county supervisors, city councils, and other funding entities
- Maintain involvement in and relationships with related business oriented associations (i.e.; ABI, PDI, MIGP, MIDAS)
- Develop and maintain working relationships with state and national agencies such as IDA, IDOT, State Legislators, and the Governor's Office and our Congressional Delegations

4) COMMITTEES AND VOLUNTEERS

- Coordinate and work with local volunteers as needed
- Be available to work with groups and oversee economic development volunteer projects

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5) ADMINISTRATIVE

- Direct, oversee, and review PCEDC staff
- Develop and implement strategic and tactical plans
- Communicate and coordinate economic development activities with staff and members
- Develop and administer the organization's budget
- Coordinate with Pocahontas County who serves as the fiscal agent for payment of County bills
- Assist in developing grant and/or loan applications
- Attend professional conferences/seminars
- Share information with colleagues, board, volunteers as appropriate

QUALIFICATIONS AND SALARY

EDUCATION Bachelor's Degree or higher in a position related field of study preferred

EXPERIENCE Professional economic development experience required. Previous management experience a plus.

SALARY Compensation commensurate with relevant experience and education

SKILLS

- Outstanding interpersonal skills
- Excellent communication and presentation skills
- Ability to develop, plan and supervise programs
- Ability to prepare technical and financial reports
- Computer literacy and office operation skills