

Chief Executive Officer - Director of Industrial/Economic Development

Effingham County Industrial Development Authority – Springfield, GA

GENERAL PURPOSE:

Under general direction of the Industrial Development Authority Board of Directors (BOD), responsibilities include those associated with business recruitment, entrepreneurship development, workforce development, business retention & expansion, and marketing. Act as Industrial/Economic Development “expert” within the team, provide timely and effective response to the express needs of prospects, applicants, grantees, existing industry, general public, internal staff, and BOD.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop short and long-range industrial/economic development plans
- Establish and maintain effective working relationships with BOD, internal staff, municipal employees, elected officials, business community, and the general public
- Cultivate relationships with brokers, site selectors and others for lead generation
- Compile responses to requests for information
- Host prospects and organize tours/meetings providing a first-class customer service experience
- Compile background research and successfully vet potential prospects
- Coordinate Effingham County Industrial Development Authority (IDA) owned land disposition; review letters of intent, plans, specifications, and owned land inventory for relevance to proposal disposition
- Develop and maintain a comprehensive inventory of available buildings and sites in the community for industrial development purpose
- Work with BOD’s Attorney in preparation of necessary legal documents
- Oversee contracts between the IDA and other parties
- Collaborate with appropriate committees to prepare and submit annual budget and reports to the BOD
- Cultivate and maintain relationships with existing industry and act as a local resource as they grow
- Work with regional industrial/economic development partners in the recruitment of new industry to the region
- Conduct special research and/or analysis activities related to the region’s industrial development programs
- Give presentations to government and business organizations to create greater understanding between community, government, and business organizations
- Participate in community organizations and collaborate with partners that impact the goals and initiatives of the IDA
- Identify areas of opportunity and weakness to improve the competitiveness of the community
- Attend trade shows, prospecting trips and conferences
- Contribute to team effort by performing other related duties

SUPERVISION RECEIVED AND EXERCISED:

- Directly supervise three to six employees within the IDA
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Responsible for day-to-day operations of the IDA, including but not limited to interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from a four-year accredited college or university; degree in marketing, business, or a related discipline required; advanced degree is preferred
- A minimum of five (5) years Industrial/Economic Development experience is required
- A minimum of two (2) years of managerial experience is required
- Post graduate economic development continuing education is preferred
- Professional certifications in economic development are highly preferred

Special Requirements:

- Professional, "can-do" demeanor
- Energetic, highly motivated, self-starter
- Relationship building skills
- Team player with positive attitude
- Excellent communication skills, both verbal and written
- Open to taking direction and learning new skills
- Good interpersonal skills and works well with others
- Knowledge of social media for lead generation and public relations
- Valid driver's license

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent organizational skills with ability to multi-task and work on a variety of projects and requests with short deadlines
- Ability to manage multiple prospects simultaneously
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports and business correspondence
- Ability to effectively present information and respond to questions from groups of peers, prospects, applicants, grantees, existing industry, and/or general public
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to collect, assemble, and analyze a variety of data
- Ability to work with graphics, statistics, technical sketches, blueprints, and codes
- Ability to express and interpret ideas clearly; orally, graphically, and in writing
- Ability to work independently

- Thorough knowledge of database software; internet software; spreadsheet software and word processing software
- Thorough knowledge of loan application and disbursement processes
- Thorough knowledge of federal economic and urban development agencies and programs
- Thorough knowledge of the principles and practices of industrial development
- Working knowledge of organization goals, objectives, programs, and services
- Working knowledge of community resources and development needs
- Ability to communicate effectively with the BOD

COMPENSATION

Compensation is competitive for the position and is highly dependent on the applicant's qualifications. In addition to the base salary, performance based bonuses will be made available. The position is a full-time position, eligible for fringe benefits. Benefits include but are not limited to company vehicle, retirement contributions, health insurance, and paid personal time off.

SELECTION GUIDELINES:

Formal application, rating of education & experience; oral interview, reference and criminal background checks are required. In addition, job related tests may also be required.

To apply please send your resume and cover letter to ecidajobs@effinghamcounty.com or PO Box 1078, Springfield Georgia 31329. The BOD will be accepting resumes through 15 March 2018. It is anticipated that the BOD's Personnel Committee will conduct an interview with a small group of qualified candidates in the Spring of 2018, followed by a full BOD interview with the shortlisted finalists. The BOD anticipates having a new Chief Executive Officer in place by the Summer of 2018.

The Effingham County Industrial Development Authority is an equal opportunity/drug free workplace employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws. Applicants with a known disability as defined under the Americans with Disabilities Act may request an accommodation in the recruitment or selection process but must request this accommodation no later than 48 hours prior to the need.

The job description does not constitute an employment agreement between the BOD and employee and is subject to change by the BOD as the needs of the BOD and requirements of the job change.

All candidates are encouraged to visit the Effingham County Industrial Development Authority's web site (www.effinghamindustry.com) to view our available property, community details, regional information as well as a plethora of other information related to economic development in our area.