

Executive Director Job Announcement



Position Summary:

The Economic Development Director is responsible for the coordination and planning of economic development and revitalization efforts, including managing and coordinating economic development activities with other economic and business development partners in the Franklin County region. The Economic Development Director oversees the management and operations of economic development programs and initiatives within the Franklin County region; and is responsible for establishing relationships with and among the economic development partners and building public/private partnerships, trust and credibility throughout the business and development community.

How to Apply: Send cover letter with salary history, resume, and three (3) professional references to:

Economic Development Director Recruitment

Attn: Human Resources Department
1428 S Main St, Suite 2
Ottawa, KS 66067

OR email to: humanresources@franklincoks.org

OR complete On-Line Application at www.franklincoks.org

OR at www.HRePartners.com.

Date Opened: Thursday, April 11, 2019

Date to Close: Open Until Filled. Application review to begin 04/22/19.
Position may close without notice.

Hours: Generally, 8 a.m. to 5 p.m., Monday-Friday. Some evening and weekend hours may be required. Out of town travel may be required.

Questions regarding this job announcement shall be directed to the Human Resources Department at 785-229-3444 or via e-mail at humanresources@franklincoks.org.

Additional Information:

Bachelor's degree in business administration, economic development, marketing, public administration, finance, business consulting, community development, planning or public administration or a related field preferred. Three to five years of economic/community development, commercial real estate development or related experience in a similar capacity preferred.

Experience in a public-sector organization preferred. Candidates with formal economic development training (OU EDI/IEDC) are preferred.

Ability to manage complex public and private relationships including relationships with valued local, state and regional economic development organizations required.

Proven experience managing large scale economic development projects including all facets of business location and business expansion projects required.

Experience providing business retention and expansion services at the local level required.

Experience providing staff management for economic development boards required.

Budgeting and non-profit management expertise required.

Excellent communication and presentation skills required.

***Franklin County Development Council is an Equal
Employment Opportunity Employer.***



Job Description

FRANKLIN COUNTY DEVELOPMENT COUNCIL, INC.

Job Title: Economic Development Director
FLSA: Exempt
Reports To: Executive Committee of Franklin County Economic Development Council (FCDC)

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The Economic Development Director is responsible for the coordination and planning of economic development and revitalization efforts, including managing and coordinating economic development activities with other economic and business development partners in the Franklin County region. The Economic Development Director oversees the management and operations of economic development programs and initiatives within the Franklin County region; and is responsible for establishing relationships with and among the economic development partners and building public/private partnerships, trust and credibility throughout the business and development community.

Major Duties and Responsibilities:

- Responsible for providing leadership in the development of innovative economic development programs and implementation strategies to promote and support the growth, expansion, and retention of business within the Franklin County, creating an entrepreneurial climate, and increasing the tax base in a significant manner.
- Design and implement comprehensive strategies to attract new businesses, retain and expand existing businesses, and increase and improve the economic vitality of Franklin County.
- Responsible for communicating and advising the City and County Boards of Commissioners and staff, and the business community; interacting with a wide array of organizations and constituents to educate and build awareness of the mission and priorities of FCDC.
- Serve as liaison for FCDC to other organizations and agencies focused on economic development at the local, state, and regional level, including the Ottawa Area Chamber of Commerce, Franklin County Convention and Visitors Bureau, Ottawa Main Street Program, the State of Kansas Department of Commerce, and the Kansas Bioscience Authority.
- Develop short-term and long-term goals, objectives, policies, and priorities relating to economic development issues for FCDC, local businesses, and the general community, and implement annual reviews.
- Develop and coordinate economic development marketing strategies including business retention, expansion, and recruitment. Prepare informational graphics, charts, tables, and promotional materials for economic development activities.
- Coordinate the development, review and revision of economic development policies and procedures related to business development and redevelopment within the development area and serve as the coordinator of projects.
- Provide technical and professional recommendations; make presentations to businesses, boards, commissions, civic groups, and/or the general public. Provide information on economic development issues, programs, services, plans and projects through traditional forums as well as social media.
- Attend professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning and economic development.

- Negotiate complex economic development agreements resulting in project implementation.
- Assist in preparing; negotiating and administering economic development and business agreements; finance plans and/or contracts in accordance with contract specifications. Prepare, write and administer grant applications related to economic development.
- Maintaining a complete history of interactions with prospects and existing businesses.
- Preparing routine management reports as specified by FCDC and strategic partners.
- Monitoring legislative, regulatory, and economic activity related to economic development and evaluating their impact upon the FCDC, partners, and proposed projects and recommend policy and procedural modifications.

JOB REQUIREMENTS:

Knowledge Of:

- Principles, practices and methods of economic development including industrial and commercial recruitment and retention best practices, real estate, land use planning, land development process, financing alternatives, and use and types of economic incentives. Joint public/private sector approaches to economic development and techniques to stimulate and promote economic activity, including marketing and promotion techniques.
- Public policy, laws, regulations and procedures pertaining to economic development.
- Familiarity with the principles and operations of TIF Districts (TIF), Enterprise Zones (EZ's) and Business Districts (BD's), New Market Tax Credits (NMTCs), Industrial Revenue Bonds, and other programs and knowing how to analyze corporate and business financial statements to calculate the viability of a company and its potential dollar contribution to the FCDC.
- Commercial lending practices and non-banking alternative forms of financing, Real Estate transactions, to negotiate multiple party contracts, and marketing and sales programs.
- Financing techniques and procedures relating to real estate and business development, industrial development and land financing.
- Federal, state and local programs and resources for economic development and business assistance, and procedures for obtaining funds.
- Principles and practices of demographic research and analysis; and statistics applicable to economic analysis.
- Local government administration; budgetary methods and procedures; and program planning, monitoring and evaluation principles and practices. Working knowledge of municipal zoning and infrastructure.

Ability To:

- Plan and coordinate complex programs in conjunction with local community and government organizations, and with established parameters.
- Establish and maintain professional and effective working relationships with those contacted in the course of work including the elected officials, staff, the business community and the general public.
- Work independently and exercise considerable independent judgment in resolving issues of significant importance to the organization and community, including assisting in negotiating agreements and /or contracts effectively and within critical time constraints.
- Facilitate priorities and program objectives, and balance working relations when providing technical support on economic development issues.
- Communicate effectively orally and in writing with the business community and general public.
- Gather economic and other relevant data, analyze complex information, and recommend appropriate action based on findings.
- Familiarity with personal computers and use of Microsoft Office or equivalent programs.

Skills In:

- Understanding and effectively responding to business requests for financing, incentives, or other funding opportunities for business development and/or expansion in coordination with City and/or County staff.
- Developing methodologies and policies for evaluating and determining the appropriateness of various financial programs and incentives used in securing business expansion in the Franklin County region.
- Developing industrial and commercial properties by working with a variety of partners; meeting with regulatory agencies to review and mitigate strategies; meeting with local, regional, state and federal officials to solicit help during the development process; and working with utility providers to plan services to sites.
- Facilitating discussions with leaders of area school districts, colleges and universities regarding workforce retention, recruitment, and establishing key partnerships connecting the business community with students.
- Conducting information collection, data analysis, and policy formulation regarding land development patterns supportive of economic development.

Education:

Bachelor's degree in business administration, economic development, marketing, public administration, finance, business consulting, community development, planning or public administration or a related field preferred.

Experience:

Three to five years of economic/community development, commercial real estate development or related experience in a similar capacity preferred. Experience in a public-sector organization preferred.

Certification & Licenses:

A valid driver's license required. Certified Economic Developers (CEcD) certification preferred.

WORKING CONDITIONS:

Environmental Conditions:

Office environment; working closely with others; high levels of public contact; operating a motor vehicle; exposure to computer screen; irregular work hours; evening and weekend work may occasionally be required.

Physical Conditions:

Work regularly requires sitting, frequently requires walking, speaking or hearing, using hands to finger, handle or feel, lifting and repetitive motions and occasionally requires standing and reaching with hands and arms. Work has standard vision requirements. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.