



Job title	<i>Economic Development Director</i>
Reports to	<i>President and CEO</i>

Job purpose

Under the general direction of the President and CEO, this position is responsible for performing professional, administrative, and managerial duties related to directing, organizing, and managing county-wide community and economic development efforts. This position works with private citizens, business owner/operators, locally appointed and elected officials, and others to promote the business and economic development interests within Allen County, Kansas.

Duties and responsibilities

- Drive thought-leadership on economic policy, interact with government entities, and stimulate public policy to enhance the business and economic climate of Allen County.
- Inform, educate, consult, and present to municipalities, boards, commissions, civic groups, businesses, and the public on economic development issues, plans, programs, and services.
- Lead countywide efforts to promote rehabilitation of existing housing and construction of new housing.
- Coordinate with local businesses and state and local agencies to develop, implement, and maintain workforce development programs.
- Respond in a timely manner to site-selector requests for information and qualifications (RFIs/RFQs) as well as general economic development related inquiries, requests for proposals (RFPs), and other requests on behalf of Allen County and its communities.
- Assist Thrive's grants team with the curation, writing, and administration of grants associated with community and economic development.
- Work closely and collaboratively with regional and statewide economic development partners, as well as the local business and development community, to develop strategic alliances with potential and existing employers.
- Develop an entrepreneurial program that provides technical assistance and resources to entrepreneurs, supports homegrown businesses, and attracts start-up businesses.
- Maintain an inventory of available sites and buildings on a variety of databases and online. Prepare marketing collateral for prospective businesses.
- Develop and lead initiatives regarding the attraction, retention, and expansion of private commercial entities to and within Allen County.
- Facilitate communication with stakeholders throughout the county to discern opportunities to be of service.
- Participate in conferences, trade shows and/or business/economic events to stay abreast of opportunities and best practices in the economic development field.
- Prepare monthly reports for county eco-devo partners and lead monthly meetings.
- Prepare and present annual report for Allen County, City of Iola, City of Humboldt, and Iola Industries, Inc.
- All other duties, as assigned

Qualifications

- Minimum three years of experience in an Economic Development related field. Master's Degree preferred, but verifiable equivalent experience will be allowed.
- Experience recruiting and expanding small businesses.
- Experience working with local, state, and national organizations, or business groups; and government experience.
- Experience working with Chambers of Commerce, Small Business Development Center, and Small Business Administration.
- Strong written and oral communication skills that communicate clearly and effectively in a professional manner.
- Ability to be discerning, diplomatic, and thoughtful.
- Ability to handle confidential information with discretion.
- Valid Kansas driver's license.

More Information

- Compensation: This is a full-time, salaried position paid at a competitive wage, based on experience. Salary range is \$60,000 - \$80,000. Benefits package includes full premiums paid for employee's medical insurance, IRA contributions, 120 hours of PTO, and paid holidays.
- This position requires schedule flexibility. Occasional evening/weekend work may be required for meetings and special projects. Overnight travel will also be required on occasion.
- Thrive is an EOE.
- Allen County residency must be established within 90 days of hire.
- Thrive places a high priority on team players and community-minded individuals.

To apply, please send resume and cover letter to jobs@thriveallencounty.org. Resumes will be accepted until the job is filled.