

**WEST CENTRAL INDIANA ECONOMIC DEVELOPMENT DISTRICT
– AN EQUAL OPPORTUNITY EMPLOYER –**

JOB DESCRIPTION

Working Title:	Director of Economic & Community Development
Official Title:	Director of Economic & Community Development Operations
Classification Title:	Senior Leadership, Senior Management
Position Classification:	Permanent Full-time; Exempt employee
Department/Division:	Economic Development Division (EDD)
Location:	Terre Haute – Main Office
Starting Salary:	\$50,000 – \$80,000; bonuses based on organizational success
Working Hours:	8 – 4:30/5; with occasional to frequent evening meetings

I. Job Summary:

The Director of Economic & Community Development focus is to create an environment where regional and national business leaders see West Central Indiana as a prime location to operate and grow their companies. The Director will understand the West Central Indiana Region as it is today and envision what future potential it has to offer. He/she should strive to achieve that vision by creating a strong foundation to utilize best practices in economic development, education, community development, funding sources, quality of life, place, and planning initiatives. Thrive West Central’s core focus and mission is to be an innovation regional driver dedicated to enhancing community assets while improving the overall quality of life in West Central Indiana through complex-problem-solving, quality service, and collaborative partnerships. The organizational mission and vision for West Central Indiana should intertwine.

A successful Director will have strong communication skills (written and verbal), project management skills, be an innovative problem-solver, and embody the heart of a servant-leader. The Director will possess an ability to target and aggressively pursue a diverse range of tools that support businesses, local governments, and community stakeholders throughout the region.

The Director of Economic & Community Development must be able to effectively build relationships with business leaders, elected officials, government employees, and other key stakeholders throughout the region, state, and nationally. The Director should also be able to leverage local and regional economic data to attract and support local businesses and have strong understanding of business finance, government regulations, business technology tools, leadership, grant writing, grant administration, and community development.

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II. Duties and Responsibilities: (The following statements describe the principal functions and responsibilities but should not be considered an all-inclusive listing of work requirements.)

1. Provides vision and leadership in administering a comprehensive economic, community, and development programs including operations, personnel, budgeting, policy development, and program supervision and ensures quality, responsiveness, efficiency, and effectiveness in the operation;
2. Directs strategizing, planning, organizing, reviewing, designing, and evaluating of the overall operations and development of the department's administration;
3. Directs department goals and objectives to be consistent with priorities, policies and procedures established by the Executive Director; create and implements the organization's economic and community development action and strategic plan; Identifies actions and obtains buy-in on these objectives that support the strategic, economic, and community development action plans;
4. Responsible for all administrative, personnel and department operations; provides management, administration, organizational leadership, and team building; plans, assigns, supervises, trains and evaluates the work of professional, and administrative support staff; assigns duties and plans work of others; interprets plans, specifications, standards, policies, procedures, and regulatory codes in conjunction with the Executive Director;
5. Maintains a highly competent staff to meet the established needs of the operation; delegates authority and responsibility, and schedules program work on a long-term basis; establishes standards and priorities and ensures they are maintained by others; recommends selection of new employees, employee transfer/promotion, discipline, termination, performance evaluations, and personnel actions to the Executive Director;
6. Monitors and oversees department operations to assure that services delivered follow contract provisions, applicable laws, rules and regulations established by federal, state, and local laws and by applicable standards established by the organization, local, state, and/or federal governments.
7. Responsible for the creation and implementation of the Economic and Community Development Plan for the region; serves as the primary adviser in all matters relating to Economic and Community Development throughout West Central Indiana;
8. Oversees and leads on collaborative efforts with outside partner organizations to support local business growth, expansion and relocation, new business recruitment, retention and expansion, redevelopment commissions to further the community development initiatives; addresses business community concerns; addresses business or community needs and presents at meetings, as needed;

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9. Represents the organization and makes presentations and recommendations to local partners and community stakeholder groups; represents the department and/or county with customers and media; works with and makes presentations to elected county officials, county departments, state and municipal officials, citizen groups and other policy-making entities regarding current and future development, planning, designing, of areas of responsibility;
10. Establishes and maintains effective public relations in a complex environment involving personnel; responds to inquiries from customers, regulatory agencies, or members of the professional community; responds to, analyzes and resolves difficult inquiries, grievances, or complaints;
11. Performs complex studies, analysis, designs, research, calculations, computations, and prepares estimates, plans, and reports; stays abreast of new trends and innovations in the field; develops more efficient methods; develops managerial talent in the staff; evaluates personnel and organizational structure; acts as chief contact between economic and community development and those outside the department;
12. Prepares and manages projects and programs and make recommendations, as necessary, to improve process effectiveness and service efficiency.
13. Responsible for making financial recommendations on capital purchases, annual budget and expense allocations; oversees financial planning for departmental functions and needs;
14. Works with key stakeholders, elected officials and their staffs, department staff and other county staff, and shared services partners to establish priorities and set schedules and budgets for timely completion of projects;
15. Assures that department recommendations that have been approved by Executive Director and carried out or complied with forecast personnel and financial needs of all activities; keeps abreast of developments that affect the functions performed in each reporting section of the department.
16. Maintain a safe, emotional, and physically health work environment. Strive to serve not only the communities and residents within our region but strive to serve your employees to empower them to continue to learn, grow, and develop both personally and professionally.
17. Perform related work or other duties as assigned.

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III. Accountability:

The Director is a member of the senior leadership team and reports directly to the Executive Director. The Director oversees, manages, and leads all personnel, projects, tasks, and initiatives in economic and community development roles.

IV. Requirements:

1. A Bachelor's degree in public/business administration, management, finance, community development, planning, or related field; master's degree preferred. Minimum of three (3) to five (5) years economic development, business finance, or development experience if preferred.
2. Knowledge of: economic development and business services principles and practices; project management and implementation skills; development and professional services contracting, bidding procedures and contract oversight; local business community and various business entities; principles and practices of administrative management; speech preparation principles, techniques and objectives of public relations; current English language usage; effective speaking techniques; graphic design principles, typography and layout techniques; audio-visual equipment and its uses; effective internet and e-mail usage principles; the principles and practices of effective customer service; effective supervisory principles, practices, and techniques; grammar, punctuation and spelling; techniques for effective interpersonal communications; modern office procedures, methods and computer equipment to include Windows and Microsoft based products.
3. Skill/Ability to: effectively manage operations and delegate tasks and authority; prepare clear, comprehensive, and accurate reports for internal and external audiences; interpret customer needs and solve complex customer service issues, assess and prioritize multiple tasks, projects and demands; effectively make presentations to a varied audience; communicate effectively, both verbally and in writing; disseminate information in a friendly and professional manner; deal effectively and courteously with individuals at all levels of the organization, including associates, the general public; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the organization's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others; make sound recommendations, exercise excellent interpersonal, managerial and administrative skills; handle public scrutiny; lead and motivate subordinates; complete projects on time and within budget; communicate verbally and in writing with all levels of an organization; deliver seamless customer service; analyze and evaluate complex data and reports; manage contracts and perform project budgeting; operate personal computer using standard office operating software and general office equipment; prepare and maintain records, maintain filing systems, compile and organize information; promote program activities; make mathematical computations; communicate well both orally and in writing; work independently; exercise sound judgment and make decisions; manage time well and perform multiple tasks; organize diverse activities; perform in a fast-paced and stressful environment, while maintaining a professional manner; and establish and maintain cooperative and effective relationships with those contacted during the course of work.

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4. Must possess and maintain a valid driver's license and clean driving record. Ability to operate a motor vehicle in a responsible and safe manner.
5. Physical ability to squat, bend, kneel, and stand frequently, as well as sit in a vehicle for extended periods of time.
6. Demonstrate regular and reliable attendance in the office; have reliable internet at home when working remotely
7. Maintain strict confidentiality on organizational operations when necessary; in addition, confidentiality on projects.
8. Be an advocate for the organization always. Maintain and enhance the organization's commitment to customer service, integrity, collaboration quality, transparency, sustainability, and innovation throughout the region, state, and nationally.
9. Must maintain all certifications for grant administration for the State of Indiana (i.e. OCRA, etc.)
10. Knowledge of local, state, and federal grant opportunities (EDA, OCRA, Brownfields, DNR, USDA, Homeland Security, etc.)