

**Blackford County Economic Development Corporation**  
**Executive Director**  
**Position Description**

**Function:**

The Executive Director will serve as the principal industrial/business promoter for the community. S/he will have the primary responsibility for business retention/expansion and business attraction. Will also support and/or lead community development and workforce development efforts. S/he will coordinate all official duties with local/state governments and existing partner organizations.

**Supervision Received:**

He/she works for the Blackford County Economic Development Corporation Board of Directors through established policy and program guidelines as set forth by the Board.

**Duties and Responsibilities:**

The following is a general outline of duties to be performed by the Executive Director in accomplishing a comprehensive work program:

1. Maintain an outreach program that will include, but not be limited to contact and interaction with participating agencies, industrial realtors, utilities, Chambers of Commerce, industrial departments of railroads, engineering and consulting firms, the Indiana Economic Development Corporation, East Central Indiana Regional Partnership, EasternIndianaWorks, institutions of higher learning, site selection consultants, and state, national, global & other business/industrial development personnel and organizations.
2. Maintain a continuing program of assistance as necessary to existing local businesses/industries. Such assistance may include help in locating financing, tax abatement, help in expansion, land acquisition and development, infrastructure improvement/development, or other types of assistance as needed by prospective clients.
3. Provide leadership and knowledge in regard to Redevelopment Commission activities and Tax Increment Finance for the City of Hartford City and the City of Montpelier.
4. Maintain a presence, and serve in a trustee and fiduciary role, for community and industrial development non-profit organizations including, but not limited to: Blackford Industrial Development Corporation and the Blackford Development Corporation.
5. Organize, support, promote, and/or lead groups, initiatives, projects, and efforts related to workforce development/education (may include Pre-K, K-12, and adult learners) and community development (may include, but not limited to, quality of life, downtown revitalization, housing, and recreation).
6. Administer and keep up-to-date a website, electronic materials, social media profiles, and printed materials (as necessary) that include, but not be limited to, available existing inventory of development sites and buildings, labor market information, transportation linkages, financing and incentive programs, utilities, educational/training opportunities, and other community information.

7. Maintain an ongoing program of contact with selected businesses/industries and related consultants/brokers which might be interested in relocating or opening a new operation in Blackford County.
8. Provide and arrange for all necessary information on the area and give any and all assistance possible to firms seeking an area site for their projects.
9. Respond in a timely manner to prospect inquiries and maintain contact with prospects through letters, telephone, email, web site, or personal contacts as appropriate until said prospect either locates in the community or definitively decides against a Blackford County location.
10. Develop and maintain advertising, publicity and public relations programs for the development of Blackford County.
11. Become thoroughly familiar with federal, state and local legislation affecting economic development and maintain knowledge of proposed or new legislation affecting economic development on his/her own or utilizing other organizations such as the Indiana Economic Development Association (IEDA).
12. Prepare an annual work plan and budget for recommendation to the Board of Directors for their review and approval.
13. Prepare an Annual Report and the periodic preparation of a Long Range Plan at a minimum of every five years.
14. Supervise all employees of the Blackford County Economic Development Corporation in all personnel matters and office operations on a daily basis.
15. All other duties as assigned by the Board of Directors.

**Maintain Proficiency:**

It shall be the responsibility of the Executive Director, operating within an approved budget, to maintain and upgrade his/her skills by attending appropriate conferences, meetings and training sessions, and by attending educational experiences through courses offered by professional trade associations, membership in professional organizations, and systematic reading of job-related journals and publications.

**Minimum Qualifications:**

1. Bachelor's Degree required, advanced study or CECD a plus. Board may accept substitute experience and/or education in lieu of Bachelor's Degree.
2. Familiarization with Adobe Creative Suite & Microsoft Office
3. Understanding of social media and web-based email marketing software
4. Understanding of website content management

5. Prefer 3+ years of related experience in area(s) including but not limited to the following: economic development, community development, workforce development, planning, business management, marketing, real estate
6. Self-motivated work ethic
7. The ability to work individually and as a part of a team
8. Ability to strategize, plan, implement/execute, and follow-up on all projects
9. An interdisciplinary approach working with multiple organizations, companies, directors and managers to create ownership of projects and shared successes
10. Highly developed (and demonstrated) written, proofreading, verbal and interpersonal communication skills.
11. Solid judgment with high standards of accuracy, responsiveness, integrity, and discretion.
12. Exceptionally detail-oriented with strong project, organization, and time-management skills.

**Expectations:**

1. Out-of-town, overnight travel is required
2. Blackford County residence upon job acceptance preferred
3. Availability to attend meetings outside of normal 8:00am-5:00pm office hours
4. Maintain an understanding of confidentiality for certain information and provide leadership and facilitation for BCEDC undertakings. Confidentiality agreement will be required.