



Randolph County Economic Development Authority Job Description

Title: Executive Director
Classification: Exempt

Position Reports to: Board of Directors
Positions Supervised: To Be Determined

Essential Functions and Duties

1. Recruit new companies to Randolph County.
 - a) Develop proposals for prospects.
 - b) Coordinate and conduct community and site visits.
 - c) Prepare and present presentations to prospects.
 - d) Respond to and provide information to prospects as requested throughout recruitment process.
2. Provide support to new and existing industries.
 - a) Facilitate and coordinate ongoing project management services to newly recruited companies.
 - b) Ensure local and State commitments are honored.
 - c) Coordinate a liaison between companies, utility providers, local government, etc, as needed
 - d) Facilitate the successful implementation of planning and execution of groundbreaking, lunches, etc. for new and existing companies.
3. Coordinate Board and Committee meetings as needed.
 - a) Attend monthly Board meetings
 - b) Review and draft minutes
 - c) Review memos & notices of all EDA Board and Committee meetings and ensure posting complies with Open Meetings Law of Alabama.
4. Coordinate strategic planning processes, as needed, and maintain up-to-date record of progress on goals and objectives.
5. Provide oversight to the overall financial operations of the organization.
 - a) Carry out duties as assigned by the Board of Directors and the Finance Committee related to the Annual Budget.
 - b) Ensure monthly financials are accurate and received on a timely basis.
 - c) Ensure all invoices and payments are processed and approved within an appropriate time frame.
 - d) Provide oversight related to all matters concerning financing and funding of the organization.



6. Oversee the public relations and marketing efforts of the organization. a) Facilitate design and content of website, enduring accuracy and current information.
7. Facilitate the submission of grant proposals.
8. Complete continuing education courses as needed.
9. Assumes responsibility for related duties as required or assigned by the Board of Directors.

Performance Measurements

1. All proposals, presentations and other assignments are completed accurately and on time.
2. Good public relations exist with community partners, business community and general public.
3. Effective working relationships exist with organization personnel.
4. **The organization's professional reputation is maintained.**
5. The mission of the organization is maintained.
6. Confidentiality is maintained at all times.
7. Finances of the organization are maintained accurately, in accordance with budget and favorable audit reviews.

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Certification:

Bachelor's degree in economic development or a closely related field Valid driver's license is required.

Experience: Two (2) years prior work in a job closely aligned with this job description is preferred but not required.

Knowledge/Skills/Abilities:

Understanding of recruitment process, available incentives, and financing options.
Ability to organize and maintain accurate records.
Ability to read, analyze, understand, and interpret professional journals, government regulations, and technical procedures.
Working knowledge of community resources.
Understanding of general business practices.
Solid organizational and analytical abilities.
Ability to operate related computer applications.
Strong interpersonal and leadership skills.



Ability to apply logical or scientific thinking to a wide range of intellectual and practical problems.

Ability to communicate effectively with all entities and in all formats.

Ability to utilize mathematics for production of economic proformas acceptable to lending institutions and Bond counsel.

Ability to maintain confidentiality in all matters pertaining to clients, and projects.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually quiet.

Other requirements:

Travel is required.

Must reside in Randolph County, AL within 6 months of hire.

Benefits: Health & Vision Insurance

State Retirement System

Salary: Based upon experience