



JOB ANNOUNCEMENT

Executive Director

Supervision Received: Economic Development Authority Board of Directors

Summary: The Executive Director is the senior manager of the Development Authority and is generally responsible for its success. Subject only to the Board of Directors, the Executive Director has authority over the operations of the organization. Additionally, the Executive Director is charged with defining the economic development needs of Dallas County and devising and implementing strategies to meet those needs. This role is focused on developing and maintaining the ecosystem necessary to carry out existing business support, new business recruitment, retention of existing business, and workforce development. The Executive Director is responsible for managing the Development Authority's staff and must demonstrate appropriate leadership skills, with the ability to delegate as needed. The Executive Director is also the face of the Development Authority to the public and is its principal public relations representative for the media and other interested organizations.

Minimum Qualifications and Requirements:

- Bachelor's degree in Urban Planning, Economics, Economic Development, Business Administration, or Public Administration, from an accredited college or university or closely related field is required. A Master's degree and/or Economic Development Institute course completion is desired.
- Extensive professional experience or seven years of increasingly responsible management experience related to economic development, manufacturing, community development, or a closely related field; a combination of education and work experience may be substituted for minimum requirements.
- Duties are primarily performed in an office setting using general office equipment, including computer, telephone, copier, and calculator.
- Strong leadership and communication skills with the ability to engage and collaborate with diverse stakeholders.
- Strong interpersonal skills, as well as organizational, problem-solving, and research skills.
- Excellent verbal and written communication skills; public speaking experience.
- Ability to establish and maintain effective working relationships with officials, employees, and the public.
- Knowledge of local, state, and federal economic development programs and incentives. Familiarity with the economic landscape of Alabama.



Qualifications:

- Knowledge of the principles and practices of economic development.
- Knowledge of county and state tax structures and state and local incentives as they apply to commercial and industrial activity.
- Knowledge of industrial activities and methods utilized to match needs and specifications prescribed by prospects seeking to locate and/or expand in a community.
- Knowledge of site and building development includes, but is not limited to site certification, due diligence preparation, master planning, and budgeting.
- Knowledge of workforce development issues and trends that can be used to support economic development initiatives.
- Knowledge of the available economic data sources used to analyze the growth of a community.
- Skill in the development of interpersonal and organizational relations.
- Skill using computers and various software programs.
- Ability to communicate effectively, orally and in writing.
- Ability to guide a Board and community through the economic development strategic planning process.
- Ability to effectively navigate through and accomplish goals while balancing political and public demands.
- Ability to build consensus with diverse work groups.
- Ability to work effectively with prospects or their agents from the preliminary expression of interest to locate a facility in Dallas County through to their final onsite review.
- Ability to establish and maintain effective working relationships with Board members, developers, business leaders, government officials, and other City and County employees.
- Ability to maintain information at the highest level of confidentiality.
- Ability to maintain exceptional professionalism at all times.
- A combination of education and/or work experience may be substituted for minimum requirements.

Necessary Special Requirement: Valid Alabama driver's license; must be bondable and insurable under the EDA's motor vehicle insurance policy.

To apply for the position please submit a resume and cover letter detailing your work experience in economic or workforce development to info@selmaeda.com. You will be notified if you are selected for an interview. **Position open until filled.**

Together We Work

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