

Jay County Development Corporation
Executive Director
Job Description

Function: The Executive Director will serve as the principal industrial/business promoter for Jay County. The Director will have the primary responsibility for retaining existing industries and encouraging their expansion, and for promoting new enterprises to locate in Jay County. Responsibility includes other activities determined to result in the enhancement of the economic and community well-being of Jay County. The Executive Director will coordinate official duties with existing organizations and agencies whose primary purpose is economic development and related fields such as business services and workforce development.

The Executive Director is responsible for creation and implementation of an effective marketing program; providing professional leadership in the promotion of positive political relationships, genuine public relations with public members and media networking representatives; accountability of day-to-day operation responsibilities, budget creation and adherence; and development and implementation of a general strategic plan of action for short and long-term success of the corporation.

Supervision Received: Works for the Jay County 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 contact and interaction with participating agencies, industrial realtors, utilities, Chamber of Commerce, industrial departments of railroads, engineering and consulting firms, the Indiana Economic Development Council, regional economic development organizations, local and regional workforce development organizations, institutions of higher learning, and state, national and other industrial development personnel and organizations as they relate to the need to grow and maintain Jay County industries.
2. Maintain a continuing program of assistance to existing local businesses, including a regular schedule of proactive visits with said businesses. Such assistance may include technical advice, marketing of and use of Hoosier Opportunities website, help in locating financing, assistance in acquiring worker training grants, WorkKeys Job Profiling and worker skill assessment grants, tax abatement applications, tax credits, help in expansion, or other types of assistance as needed.
3. Oversee and assure that website(s), 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, residential development sites, labor market information, transportation linkages, financing and incentive programs, utilities, education/training opportunities, and other community information are current.
4. Maintain an ongoing program of contact with selected businesses/industries, which might be interested in relocating or opening a new operation in Jay County.
5. 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.
6. Proactively seek and/or respond in a timely manner to prospect inquiries which match Jay County expansion targets and maintain contact with prospects through letters, telephone, facsimile, E-mail, website or personal contacts as appropriate until the prospect either locates or positively decides against a Jay County location.

7. Develop advertising, publicity and public relations programs for the development of Jay County.
8. Become thoroughly familiar with federal, state and local legislation affecting economic development and maintain knowledge of proposed or new legislation affecting economic development either independently or utilizing other organizations such as the Indiana Economic Development Association (IEDA).
9. Prepare and/or oversee preparation of respective Economic and Community Development annual work plans and budgets for recommendation to the Board of Directors for approval, as well as subsequent presentation to appropriate governmental bodies. Assure all agreements are in place and renewed as appropriate.
10. Prepare an annual report for the organization, as well as the Jay County Strategic Development Plan every five (5) years or less.
11. Perform other related duties required to meet the goals and policy outlines of the Board to include but not be limited to:
 - a) Supervise all employees of the Jay County Development Corporation in all personnel matters and office operation on a daily basis.
 - b) Coordinate and oversee implementation of work plans for Economic and Community Development.
 - c) Facilitate and give direction to all meetings having to do with the continuation of the Jay County Economic Development Income Tax (EDIT) or use of EDIT monies, including the drafting and implementation of Capital Improvement Plans and all elements required to properly manage the EDIT Plan.
 - d) Accept appointment as the Chairperson of the Jay County EDIT Advisory Committee.
 - e) Serve on various organizations' boards and/or committees.
 - f) Be available as a resource and support person to all fundraising activities of the Jay County Development Corporation and responsible parties.
 - g) Establish by example a strong work ethic, team atmosphere, and desire to carry out the goals and objectives of JCDC.
 - h) Responsible for oversight of the EDIT plans and approvals/compliance of Bryant Industrial Development Corporation, Dunkirk Industrial Development Corporation, Pennville Industrial Development Committee, Portland Economic Development Corporation, Redkey Economic Development, Inc. Responsible for recommending to County of economic development resources.
 - i) In all matters assure self, employees, physical plant, and all other representations of the Jay County Development Corporation are presented in a professional manner.

Minimum Qualifications: Bachelor's Degree in economics, business administration, industrial engineering, or related field and practical experience, resulting in overall knowledge of business needs and practices. Professionalism is a requirement for this position. At the discretion of the Board appropriate experience may be substituted for education requirement. In addition a minimum of three to five years' experience in related field is required with preference of work with local, state and federal government officials and programs. Economic development experience preferred, but not required.

1. Highly developed (and demonstrated) written, proofreading, verbal and interpersonal communication skills.
2. Solid judgment with high standards of accuracy, responsiveness, integrity and discretion.
3. Exceptional detail-orientation with strong project, organization and time-management skills.

4. An interdisciplinary approach working with multiple organizations, companies, directors, political entities and managers to create ownership of projects and shared successes.
5. Ability to strategize, plan implement/execute and follow-up on multiple overlapping projects.
6. Familiarization with and ability to effectively use Adobe Creative Suite & Microsoft Office tools.
7. Ability to lead and manage staff and their work effectively for corporation success.
8. Strong understanding of and ability to work within an environment requiring confidentiality, yet transparency.
9. Upon job acceptance residency in Jay County is required.

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