

Position Description

General Information

Position Title:	Executive Director		
Organization:	Warren County Local Economic Development	Created/Updated On:	2/23/2024
Reports to:	Board of Warren County LEDO		

Position Summary

High level overview of the role of the position within the organization.

To promote economic growth for the Warren County through business development, workforce development, and community development. Collaborating with local and regional stakeholders on economic development initiatives. Work closely with county and town officials of opportunities to develop the area.

Responsibilities and Duties

Although other duties may be assigned as needed, the core duties and responsibilities of this position are:

% of Time

30%

Duties & Responsibilities

Communications & Community Relations:

- Maintain a close working relationship with the County Council, County Commissioners, Town Boards, Legislators, and local business and industry leaders, in all job retention, creation, and recruitment activities and decisions.
- Promote and encourage citizen involvement in the industrial and economic growth of the area through frequent public contacts and full utilization of the area media and civic organizations.
- Represents LEDO interests in local, regional, and state initiatives.
- Develop relationships with organizations committed to the economic development of the State of Indiana.

15%

Strategic Planning & Leadership:

- Develop and execute short-range plan (1-5 Years) and a long-range plan (5-10 Years) to address the needs and concerns of the basic sectors of the county.
- Actively pursue potential economic development related funding resources for public, private, and not-for-profit county organizations.
- Undertake high level strategic planning for county initiatives that will provide appropriate growth and development consistent with county strategic plans.
- Identify workforce skill needs of the business community and coordinate action with educational and training institutions to develop and provide the appropriate training and educational programs.

Position Description

45%

Business Development and Marketing/Promotion:

- Create and manage marketing, advertising, and public relation campaigns to promote economic development in county and/or region
- Perform economic analysis, feasibility, and fiscal impact analysis of commercial and industrial developments and related incentive packages.
- Establish a coordinated mix of flexible financing alternatives that encourage/attract expansion growth.
- Participate in negotiations of comprehensive development agreements between the county and the private sector and evaluate fiscal impacts.
- Negotiate with industry stakeholders to encourage business attraction and retention in the county.
- Seek creative solutions to finalize projects that benefit both the county and the public and private entities.
- Respond to inquiries concerning potential industrial development, expansion of area business, and/or matters pertaining to educational, cultural, and economic growth.

10%

Financial:

- Prepare and submit an annual budget.
- Review financial information on a regular basis with WC-LEDO Board of Directors.
- To maintain appropriate payroll and records.
- Maintain financial records for yearly state and federal tax process

100

Total %

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Qualifications and Skills

The qualifications and skills for this position are:

Education and Experience:

- Bachelor's Degree in Business, Public Administration, Economic Development, Communications or relevant field of study preferred
- Knowledge of zoning, land use law, designations and processes, and working knowledge of related regulations, and related community development services
- Possession of, or the ability to obtain, a valid driver's license
- Knowledge of local, state, and federal rules, regulations, legislation, and policies associated with multiple planning disciplines; program funding; project implementation and computer knowledge.
- Knowledge of current social, political, planning, and economic trends.
- Certification or specialized training in Economic Development preferred
- Grant writing/management experience is helpful

Skills:

- Strong leadership, supervisory, public presentation, interpersonal, organizational, program/project management, decision making, complex problem solving, consensus building, and analytical skills.
- Ability to communicate clearly and concisely, both orally and in writing. Strong writing skills and verbal communication skills are required.
- Skill in establishing, maintaining, and fostering positive and harmonious working relationships with those contacted in the course of work.
- Ability to use, or learn, QuickBooks for financial reporting

Salary, Benefits, & Schedule

Base salary range

\$60,000 - \$85,000 based upon experience

Benefits

Paid personal time off (PTO): 15 days/year Paid Holidays: 9 days/year
Mileage reimbursement, take home laptop, cell phone or cell phone stipend

Schedule

Typical hours M-F, 8am – 5pm. Occasional meetings outside normal hours. Must be willing to flex schedule to accommodate. Occasional travel.

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Physical Requirements, Environmental & Hazardous Specifications

Please indicate any physical, environmental and hazardous conditions under which the essential Responsibilities and Duties of the position are performed.

PHYSICAL REQUIREMENTS

- | | |
|--|---|
| <input checked="" type="checkbox"/> SEDENTARY Activity: Lift and carry up to 10 lbs. occasionally; work involves sitting most of the time. | <input type="checkbox"/> MODERATE PHYSICAL ACTIVITY: Lift and carry 25 to 50 lbs. frequently, and up to 60 lbs. occasionally. |
| <input type="checkbox"/> LIMITED PHYSICAL ACTIVITY: Lift and carry up to 10 lbs. frequently, and up to 20 lbs. | <input type="checkbox"/> HEAVY PHYSICAL ACTIVITY: Lift and carry 50 to 80 lbs. frequently, and up to 100+ lbs. |
| <input type="checkbox"/> LIGHT PHYSICAL ACTIVITY: Lift and carry 10 to 25 lbs. frequently, and up to 40 lbs. occasionally. | Occasional = <50 percent of the time
Frequent = >50 percent of the time |

MACHINE, TOOLS, ELECTRONIC & OFFICE EQUIPMENT *(Equipment used to perform the essential functions of the position)*

- | | | |
|----------------------------------|----|----|
| 1. Office computer and equipment | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

ENVIRONMENTAL & HAZARDOUS CONDITIONS *(Indicate the conditions related to the essential functions of the position)*

- Percent of time working
Indoors: 80 %
Outdoors: 20 %
- Respiratory conditions with exposure to:

<input type="checkbox"/> Fumes/Vapors	<input type="checkbox"/> Odors	<input type="checkbox"/> Inadequate ventilation
<input type="checkbox"/> Dust	<input type="checkbox"/> Gases	<input type="checkbox"/> Other <i>(please list):</i>
- Skin conditions with exposure to:

<input type="checkbox"/> Toxic chemicals	<input type="checkbox"/> Burn	<input type="checkbox"/> Other <i>(please list):</i>
<input type="checkbox"/> Radiation	<input type="checkbox"/> Electrical shock	<input type="checkbox"/>
- Working conditions with exposure to:

<input type="checkbox"/> Heavy Machinery	<input type="checkbox"/> Extreme heat (above 90°)	<input type="checkbox"/> Vibration
<input type="checkbox"/> Steam pipes and/or tunnels	<input type="checkbox"/> Machinery with moving parts	<input type="checkbox"/> Lasers
<input type="checkbox"/> Biologicals and/or chemicals	<input type="checkbox"/> High voltage electric	<input type="checkbox"/> Cramped quarters
<input type="checkbox"/> Extreme cold (below 32°)	<input type="checkbox"/> Grease and oils	<input type="checkbox"/> Use of sharp objects
<input type="checkbox"/> Handling/maintaining animals	<input type="checkbox"/> Infectious diseases	<input type="checkbox"/> Noise <i>(must shout to be heard)</i>
<input type="checkbox"/> Scaffolding and high places	<input type="checkbox"/> Other <i>(please list):</i>	