

JOB TITLE: ECONOMIC DEVELOPMENT DIRECTOR

CLASSIFICATION LEVEL OR SALARY RANGE: Department Head Level, salary negotiable based on experience, with benefits and budget

HOURS: 8:00 am – 5:00 pm Monday – Friday or until a responsibility or task is completed.

DIVISION: Economic Development

SUPERVISOR: Mayor; Please send resume by e-mail pfisher@clintonms.org or mail to Mayor Phil Fisher P.O. Box 156 Clinton MS 39060

JOB SUMMARY: This position reports directly to the Mayor of the municipality and is responsible for the planning, organization, external promotion, and marketing of the area. The successful candidate will have staff responsibility for the Economic Development Division team members. The incumbent also performs technical work and must travel frequently in search of good leads and best fit target industries according to comprehensive plan.

JOB DETAILS

Duties and Responsibilities

- Create and execute action plans to implement the annual economic development goals, objectives, and strategies as established in cooperation with the Mayor.
- Lead the creation and implementation of economic development attraction strategies.
- Initiate prospect development including proactive marketing and timely inquiry response.
- Work with regional partners to assist in attraction efforts for new business and industry.
- Aggressively sell, promote, and market the area as an outstanding business location.
- Develop and maintain close-working relationships with allied organizations involved in business attraction including site selection consultants, Mississippi Development Authority, real estate developers, ARC, utilities, developers, etc.
- Manage projects and close deals on behalf of the municipality.
- Develop and expand the professional network of location specialists including site selection consultants, real estate developers, utilities, Mississippi Development Authority, etc. to familiarize and sell the area.
- Ensure client needs are met during all stages of attraction and throughout the life of the project.
- Facilitate and host on-site visits.
- Manage a prospect tracking system, ensuring continuous response and follow-up.
- Respond to inquires, ensuring timeliness, effectiveness and accuracy of information provided.
- Develop strategies in collaboration with all stakeholder groups including Board of Supervisors, local units of government, and others as warranted.
- Work with the appropriate government officials to ensure that all communities are prepared for current and emerging economic opportunities and demands.
- Promote community awareness of economic development issues.
- Create and distribute professional and marketing materials to represent the communities served.
- Oversee management, maintenance, and enhancements of industrial parks and buildings under jurisdiction.
- Conduct effective office management, including supervision of other staff positions.
- Propose Annual Budget to the Mayor.
- Develop operational budget and manage programs within the confines of the budget.
- Develop and maintain system for internal financial reports and controls.

Employment Variables:

- Requires a commitment to participate in after and before hours functions and activities.
- Requires public speaking.
- Requires travel.

Experience and Skills

- 7 years of successful economic development (preferred) and/or related experience.
- In-depth knowledge of the principles and practices of economic development.
- Ability to work independently and to manage multiple projects and priorities.
- Demonstrated ability to attract new jobs.
- Experience working with site selection consultants.
- Knowledge and experience in creating and implementing marketing plans.
- Demonstrated ability to facilitate, structure, and close deals.
- Possess strong oral and written communication skills to communicate clearly and effectively.
- Ability to communicate with and report to the board of directors and local government entities.
- Be computer literate.
- Sound management and administrative skills.
- Excellent interpersonal, organizational, relationship, and strategic planning skills.
- Extensive network base of professional contacts within the site selection/real estate development industry.
- A solid understanding of factors affecting business location decisions, including sites, workforce, permits and regulations/construction.
- Active membership and participation in professional organizations.
- Excellent strategic planning and project management skills.
- Cooperative team player.
- Able to work in a fast paced, competitive environment.
- Strong leadership skills and the ability to organize, influence, and work cooperatively with business, community, and government leaders.

PERSONAL CHARACTERISTICS

- Integrity
- Leadership
- Enthusiasm
- Energetic
- Creative
- Composed
- Focused
- Communicator
- Collaborative

EDUCATION

- Bachelors Degree from an accredited four-year college or university is required
- Professional certification and/or Master degree in a related area such as economics, planning, business or public administration preferred