



Job Description - Executive Director

Primary focus is to lead economic development functions from conception to completion including business retention, business attraction and incentive programs in Fulton County Ohio.

Responsibilities include, but are not limited to:

- Maintain essential partnerships and outreach efforts, with an emphasis on collaborating and building relationships within community, business, public officials, staff, volunteers and FCEDC members.
- Lead day-to-day operations and cultivate short and long-term economic development strategies.
- Build and nurture relationships with key stakeholders to help secure funding and support for our programs.
- Gain a deep understanding of the local, state and national resources available to support business growth and share information as appropriate with local businesses.
- Become knowledgeable with the existing inventory of available buildings and businesses in the County and the municipalities. This will include the county's real estate assets and use that knowledge to attract the right business to the area.
- Oversee and manage FCEDC's programs including: FCEDC membership meeting & events; Fulton County Community Improvement Corporation; Fulton Leadership University; Tax Incentive Review Council; Career Exploration programs for local students and Educator Bootcamp.
- Provides information and makes presentations to various groups, businesses, individuals, and the public on economic development issues, programs, services and plans.

- Maintain the financial health of the FCEDC within budget and report to the Board of Directors.
- Supervise the FCEDC staff and contribute to their professional growth.

Essential Functions:

- Working conditions are predominately an office environment. Mobility to visit/tour construction sites, facilities, businesses, etc. are required. Travel both local and out of the area are required and include operating a motor vehicle in a safe manner while attending meetings and events.
- Ability to communicate professionally at all levels and work independently as needed.
- Able to read, comprehend information and ideas and convey information effectively.
- Requires skills that encompass basic, social, complex problem-solving, and proficient with desktop computer applications including Microsoft Office Suite (Outlook, Excel & word) and ability to learn new software technology.
- Pass pre-employment screening requirements.
- Requires scheduling flexibility to attend evening, holiday and weekend events.

Requirements include:

Bachelor's Degree in Economics, Business Administration, Urban Planning, Public Administration or related business field and or equivalent of at least 3 years' experience leading an economic development organization with a proven track record of achieving results.

- Strong organizational and planning skills including time management with the ability to think strategically.
- A self-starter with a solutions-oriented mindset including a healthy work/life balance.
- Adaptability and ability to embrace change as organization projects, strategies and technologies evolve.
- Advanced task management and organizational skills with primary focus on exceeding member expectations.
- Must be able to analyze data, determine trends and apply the results.

- Follow all safety rules and procedures for work areas including on-site at members' locations.
- Fundraising experience, particularly in a nonprofit environment.

Employee Signature _____

Print Name _____

Date _____

Principal Signature _____