

Economic Development Director, Crawford County Economic Development

The Director will:

- Have excellent grammar, spelling, and punctuation skills and be able to compose professional correspondence.
- Have knowledge of modern office methods and procedures including record keeping, business interest responses, and travel and office logs.
- Have the ability to communicate effectively and efficiently both verbally and in writing using tact and discretion and have the confidence to gain new clients.
- Establish and maintain a database of available buildings and businesses in the towns and the municipalities. This will include both public and private building and land areas.
- Provide information and make presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the public on economic development issues, programs, services and plans.
- Monitor and evaluate the effectiveness of various economic development programs and initiatives outlined by the Economic Redevelopment Corporation.
- Meet with the Economic Development Corporation no less than once a year.
- Develop a prospect visitation program, similar to the Duke Energy presentation.
- Develop a business visitation program wherein the director visits each business in the county no less than once a year to assess and address business climate, issues, and concerns.
- Provide assistance in resolving problems encountered by established businesses and prospects.
- Develop and maintain relationships with other local, regional and state economic development organizations, existing businesses, and real estate networks.
- Prepare reports, drafts policies/procedures and makes presentations as needed.
- Attend all relevant meetings (Radius Indiana, Indiana 15 Regional Planning Commission, etc.).
- Have the ability to thoroughly evaluate proposed economic development projects and interpret applicable zoning and other related municipal, county, and state requirements.

- Complete other duties as assigned by the Economic Development Corporation Board of Directors.
- Be willing to obtain additional training as the board sees necessary or fit.
- Be responsible for updating and maintaining the Economic Development website

An applicant is preferred to:

- Possess a bachelor's degree in marketing, business administration, public administration, or political science (those possessing a bachelor's degree in economic development or urban planning will receive strong consideration).
- Either reside in Crawford County, in an adjacent county, or be willing to relocate to our area.
- Possess strong marketing skills.
- Possess knowledge of the principles of community and economic development, financing opportunities for redevelopment (tax incremental financing, etc.).
- Possess Economic Development experience.

Submit resume to: cceconomicdevelopmentsec@gmail.com by February 26, 2018