

Director of Economic Development (Exempt Position)

The Director of Economic Development is responsible for the Economic Development activities of the Charleston Area Alliance. The position reports directly to the President/CEO.

The Director plans, organizes, monitors, manages and evaluates economic development project activities. Responsibilities include: coordinating, directing and implementing programs and projects that support commercial, office and industrial development; workforce development; the attraction of and assistance to domestic and international businesses; small business and entrepreneurial development initiatives; promotion and leasing of the Alliance's Incubator space; and/or other economic development, technology, redevelopment or capital improvement projects.

Work areas include: business recruitment, retention and expansion, entrepreneurial support and programming, research, workforce development, long-term strategic planning, minority and women-owned business development and incubator promotion & tenant relations.

Essential Duties and Responsibilities:

- Leads economic development efforts that positively impacts job creation, wealth creation, the stimulation of new capital investment, innovation, entrepreneurship and diversifies and builds the tax base
- Leads economic development recruitment efforts including marketing, site/space identification, site development, entrepreneurial recruitment, the development and execution of the systems and environments that are required within a region to support entrepreneurship, and other such attraction efforts
- Leads retention and expansion efforts with existing businesses, including site/space identification, site development, access to technical and financial assistance programs, export assistance, innovation, process improvements and others
- Schedules and executes retention/expansion visits in coordination with New Markets Consultant and documents details in database
- Develops and tracks leads/prospects
- Produces and prepares proposals to respond to RFIs
- Maintains up-to-date inventory of available properties for lease, sale or development within the area to facilitate new development and job expansion
- Researches business initiatives, specific businesses and industries that support strategic community growth and development strategies
- Assists in the coordination efforts of projects with local, county and state governmental agencies on permitting issues when necessary

- Works with State, Kanawha County and municipalities on site development
- Attends industry trade shows
- Works with Communications Coordinator to develop marketing materials to promote the community and providing up-to-date information on the website
- Supports small/minority/women-owned business and entrepreneurial development
- Monitors revenues and expenditures to ensure sound fiscal control for effective and efficient use of budgeted funds, materials, facilities and time
- Develops knowledge and database of funding sources from both public and private sources for economic development to provide to clients
- Collaborates with partners, including state & local government officials, agencies, utilities and other economic development organizations to address client needs
- Promotes and markets Alliance Incubator space to recruit new tenants & serve as primary contact for the Incubator
- Collaborate with workforce partners to develop trained labor force & provide employers with information on training programs and funding
- Provides research and statistical data as needed to the Alliance team
- Produces monthly reports of activities for review by Alliance management, Alliance Board and its committees
- Coordinate Alliance Economic Development Committee
- Oversees GROW and Thrive entrepreneurial development programs
- Maintain a high level of confidentiality
- Other duties as assigned

Qualifications:

- Experience in economic development and research or demonstrate knowledge of the field
- Knowledge of how federal, state and local governments operate and interact
- Quality knowledge of computer applications such as Word, Excel, PowerPoint, Outlook
- Knowledge of economic development database tools and CRM a plus
- Must be detail oriented
- Must have strong initiative for follow-up, completion of projects
- Must have quality oral and written communication skills for interacting with C-level individuals and elected officials
- Must desire to work in a fast-paced environment
- Must have an undergraduate degree from an accredited higher education institution in business administration, public administration, accounting, marketing, economics, urban planning or other related field;
- Economic Development certification is a plus

Key Competencies:

- Communication skills, written and verbal
- Planning, organizing, prioritizing
- Problem assessment and solving
- Information gathering and monitoring
- Attention to detail and accuracy
- High level of confidentiality
- Flexibility
- Adaptability
- Customer/member service orientation
- Teamwork

Physical Demands and Time Requirements:

- Must be able to work for extended periods of time including evenings and weekends
- Position may require travel out of the region
- Must hold a current driver's license

Pay & Benefits:

- Salary range: \$60,000-\$75,000 depending on experience
- Benefits (health, life, vision, dental, retirement, LTD, STD, HRA)
- Vacation, sick days, holidays
- Professional development