

Greater Chillicothe and Ross County Development

A public/private partnership made up of the City of Chillicothe and Ross County governments and various community and private partners who work collaboratively to advance the economic and community development of the area.

Job Title: Economic Development Director

Reports To: Ross County Community Improvement Corporation Board of Trustees

FLSA Status: Full-Time Exempt

Beginning Salary Range: \$50,000 to \$60,000

Benefits: To Be Negotiated

E-mail Resumes and letters of Interest by Friday, APRIL 14, 2017 to:

steveneal@rosscountycommissioners.com

Primary responsibility is to act as the focal point for economic and community development activities for Chillicothe and Ross County, including the development, retention and expansion of existing businesses, and related infrastructure. Provide strong leadership in developing and implementing the economic and community development strategies of GCRCD in conjunction with its public and private partners.

OVERALL RESPONSIBILITIES AND SPECIFIC DUTIES:

Develop the GCRCD Strategic Plan, working in consultation with the Board of Trustees, committees, investors, local practitioners and other area stakeholders in economic and community development.

Manage the GCRCD and direct the economic and community development efforts, focusing on project management, marketing, prospecting, branding, and area job retention and expansion.

Develop policies, programs, and long-range plans related to the economic and community development of the governmental jurisdictions within Ross County, Ohio.

Oversee and administer the Enterprise Zone and Community Reinvestment Area Programs, Tax Increment Financing Districts and other tax incentives and programs that enhance development.

Monitor all existing agreements; facilitate the processes connected to new agreements and meet all reporting requirements as outlined by the Ohio Revised Code.

Identify and help develop diverse sources of revenue so that the GCRCD can remain capable of fulfilling its mission. Oversee the development of the annual budget for GCRCD operations. Monitor the financial activities that include required fiscal audits and reviews as well as filings with the local, state and federal agencies.

Seek out grants and oversee grant management and the necessary reporting.

Oversee the GCRCD's fundraising efforts under the guidance of the Board of Trustees. Provide an ongoing report on the GCRCD's Investor status as directed by the Board of Trustees.

Supervise the GCRCD staff, assigning projects, managing workload, developing performance measurements and evaluating staff effectiveness and productivity on an annual basis. All hiring and dismissal of support staff is the responsibility of the Director with the approval of the Board of Trustees.

Manage lands owned by the CIC, facilitating acquisitions and transfers of real estate when required and promoting lands available for development.

Represents the GCRCD at public meetings, with private organizations, with ED partners, and with local universities; prepares press releases, reports, correspondence and other documents and materials regarding the GCRCD's activities and accomplishments, as needed, with the goal of promoting economic and community development in Ross County and southern Ohio. GCRCD insists on the highest ethical standards in the conduct of its business.

EDUCATION AND/OR WORK EXPERIENCE:

Minimum of a Bachelor's Degree and three (3) years' experience in economic development or related field.

OTHER SKILLS AND ABILITIES:

While performing the duties of this job, the Director is frequently required to communicate with a diverse group of organizations and individuals. Ability to communicate effectively and well orally, in writing and through electronic means is essential.

OTHER REQUIREMENTS:

Must have a valid Driver's License and a reliable vehicle. Available for travel as needed.

REFERENCES AND BACKGROUND VERIFICATION:

Prior to finalizing employment, GCRCD may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation. Hiring is contingent upon a successful background check and drug screening.