



Executive Director

Job Description & Responsibilities

Erie County Economic Development Corporation

The Erie County Economic Development Corporation (ECEDC) is a 501(c) 3 organization working to promote the economic vitality of our region. Our mission is to grow economic opportunities for individuals and businesses and facilitate the creation and retention of jobs through collaborative and comprehensive economic development programs. Our partners include local governments, education and workforce resources, and other civic nonprofits such as Chambers of Commerce and Main Street Organizations. Together, we work with entrepreneurs, small and large businesses to address their challenges, barriers, and opportunities for growth in our community.

Executive Director

ECEDC is seeking applications for the position of Executive Director. The Executive Director of the Erie County Economic Development Corporation is responsible for promoting, facilitating, and coordinating economic and workforce development in order to strengthen and expand regional business that retains, trains, and expands local employment. The Executive Director implements, assesses, and updates ECEDC's Strategic Plan and works with considerable latitude through personal initiative and independent judgment at the broad direction of the ECEDC Board of Directors. The successful candidate will demonstrate an entrepreneurial approach to economic development, be able to effectively communicate to a range of stakeholders, both public and private, and have the technical knowledge necessary to support complex projects and economic initiatives.

Primary Responsibilities

Organization

- Supports the ECEDC Board of Directors and its committees in establishing organization vision, goals, and objectives
- Engages with regional and state economic development offices, Team Northeast Ohio & JobsOhio, to create system alignment that benefits economic development efforts in Erie County
- Supervises, directs, and evaluates six employees
- Evaluates revenue model and identifies and secures funding streams to support ECEDC's goals and priorities
- Selects, contracts with, and oversees work of consultants and grant writers as appropriate
- Communicates the role of ECEDC to the community and potential partners

- Maintains an organization dashboard with relevant key performance indicators to measure organization and community progress
- Manages ECEDC office operations

Strategy

- Facilitates economic, community, and workforce development planning in order to identify and establish economic development opportunities
- Identifies and fosters community economic development opportunities across multiple business sectors (advanced manufacturing, tourism, healthcare, professional services, alternative energy, aerospace, transportation etc.)
- Conduct primary and secondary research on current and forecasting trends (e.g., economic and labor data, business and industry indicators)
- Serves on various boards/commissions regarding economic development

Business Development & Project Management

- Acts as the primary contact and liaison with the business and development community
- Provides technical assistance, consultation, and training to local organizations, governments, businesses, and individuals to establish and execute economic and community development plans, businesses, and projects
- Develops relationships with property owners, real estate professionals, and utility providers while maintaining up-to-date database of public and privately-owned sites and seeking to identify and resolve market gaps that would increase economic development
- Secures funding for economic development activities and programs that promote and revitalize economic and infrastructure development
- Manages the Erie County Port Authority, an independent public organization used for economic development financing

Program Oversight

- Addresses the availability and quality of workforce in Erie County with [Firelands Forward](#) – a three county collaborative hosted by ECEDC
- Advances internal and external diversity, equity, and inclusion goals with the [Minority Business Empowerment Team](#) (MBET)
- Supports a culture of entrepreneurship in Erie County with the [Regional Incubator for Sustainability and Entrepreneurship](#) (RISE) program
- Facilitates local business expansion and retention with ECEDC's business development calling and services
- Promotes the community in order to sustain current and expand future economic development opportunities with ECEDC's marketing efforts

Performs other related duties as required or assigned by ECEDC Board of Directors

Minimum Qualifications

- ▶ Bachelor's degree, in Business, Public Administration, Economics, Finance, Real Estate, Marketing, or closely related area
- ▶ 5 years of advanced economic development experience
- ▶ Thorough and current knowledge of private- and public-sector financing and incentive strategies
- ▶ Demonstrated ability to establish and maintain effective working relationships with city, county, and state officials, private and public sector executives and business representatives, and oversight boards (e.g. board of directors)
- ▶ Demonstrated record of success in fundraising and grant writing (e.g. federal and state government agencies, regional businesses and foundations)
- ▶ Demonstrated ability to research, prepare, and present oral and written reports and recommendations
- ▶ Personal attributes/work style include attentiveness to detail, initiative and independence, analytical thinking, dependability, creativity and alternative thinking adaptability/flexibility, integrity, and a cooperative attitude and style
- ▶ Willingness to travel regionally; valid driver's license and reliable transportation required
- ▶ Willingness to attend after-hour meetings and events as needed.

Preferred Qualifications

- ▶ Graduate degree and/or post-graduate certificate in Business, Public Administration, Finance, Real Estate, Marketing, or closely related area
- ▶ Advanced economic development experience at the local level
- ▶ Experience in office administration (e.g. budget development, financial reporting, personnel management), including supervisory experience leading a small team
- ▶ Knowledge of effective principles, practices, methods, and techniques of community and economic development and business promotion
- ▶ Knowledge of business planning and marketing analysis, financial management and analysis, principles of public relations, external community image building, and marketing
- ▶ Demonstrated success in strategic planning, implementation, and assessment

Compensation is \$90-135,000 plus benefits, commensurate with experience.

To Apply

To Apply - Please submit resume and cover letter to jobs@eriecountyedc.org.

The initial review of applications will begin **April 10th** and will remain open until filled.