



## ***Economic Development Director***

### ***Job Description***

#### **1. SUMMARY**

The Economic Development Director shall be the primary staff member responsible for assisting the Forward McDuffie, Inc., Board of Governors in the formulation, management and oversight of all economic development policies, plans, and programs for McDuffie County and the City of Thomson. In addition, the Economic Development Director shall provide consultation and recommendations for the promotion and development of the City of Thomson and McDuffie County. The position requires significant interaction with public officials, economic development agencies, industrial development and business representatives and citizens, and an understanding of the principles and practices of economic development and land development.

#### **2. REPORTING RELATIONSHIP**

The Economic Development Director reports to the McDuffie County Manager, with assistance from the Thomson City Administrator, and works closely with the Forward McDuffie Board of Governors (Board) and Chairman of the Board, who provides input on performance.

*\*\* The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

#### **3. MAJOR RESPONSIBILITIES AND DUTIES**

- a. Responsible for the joint economic development efforts of the following: Development Authority of McDuffie County (Development Authority); City of Thomson Downtown Development Authority (Downtown Authority) and Thomson McDuffie County Convention and Visitors Bureau, Inc. Tourism Board (Tourism Board). Assist the Thomson-McDuffie County Chamber of Commerce (Chamber) with advice on economic development, as needed.
- b. Attends all Board meetings of these entities, quarterly meetings of the McDuffie County Board of Commissioners, and Thomson City Council to present activity reports, and other meetings as required.
- c. The Economic Development Director shall assist the Forward McDuffie, Inc., Board of Governors in the preparation and annual update of an Economic Development Strategic Plan to guide the community's commercial and industrial growth over a five-year period.
- d. The Economic Development Director is responsible for assisting the Board of Governors with preparing an Annual Work Plan and budget to guide day-to-day operations. The budget shall include funds from various public sources, as well as private donations. A full accounting of all funds and the expenditures shall be audited annually.

- e. Serves as staff resource for the Boards of the Development Authority, Downtown Authority and Convention and Visitors Bureau.
- f. Represents the Boards at meetings, events and seminars as appropriate.
- g. Serves as liaison between these Boards and local, regional and state entities and agencies involved in economic and industrial development; represents Forward McDuffie, Inc. on various local, regional and state committees.
- h. Administers day-to-day operations of Forward McDuffie, Inc.:
  - (1) Works with development interest, realtors, and various regional and state agencies and entities involved in economic and industrial to recruit quality business and industries.
    - a. Prepares responses to site selection queries; helps negotiate inducement packages; meets with industry representatives to help resolve conflicts or misunderstandings in the development process.
    - b. Oversees the maintenance of Development Authority and Downtown Development Authority properties.
    - c. Ensures that industries conform to industrial park covenants.
    - d. Serves as Authorities' liaison in reviewing and coordinating industrial park development with jurisdiction representatives, engineers and others.
    - e. Interacts with brokers, realtors, developers and private citizens.
  - (2) Establishes and implements marketing strategy and economic data.
    - a. Establishes and implements marketing strategy, including promotional materials, ads, and web page to attract desirable industries and commercial business to McDuffie County and the City of Thomson.
    - b. Maintains economic development and property databases to support marketing and recruitment efforts.
    - c. Undertakes marketing trips in support of local recruitment objectives.
  - (3) Prepares annual budget for Forward McDuffie Board approval.
  - (4) Oversees day-to-day business operations of the Development Authority.
  - (5) Manages employees, allocates resources and resolves problems.
  - (6) Ensures timely and efficient completion of assigned responsibilities.
  - (7) Prepares reports, makes presentations and attends economic development events.
  - (8) Maintains financial records and files.
  - (9) Serves as development coordinator for Development Authority and Downtown Authority properties and promotes private industrial sites to prospects.
  - (10) Facilitates the purchase and sale of Development Authority and Downtown Authority property, as per the wishes of their respective Boards; coordinates arrangements between attorneys, lenders, brokers, owners, buyers and the Development Authority and Downtown Authority Boards.
  - (11) Maintains files of pertinent documents and legal papers supporting sale of purchase of Authority property.
  - (12) Facilitates issuance of bonds, letters of inducement, and tax incentive programs approved by the Board of Governors.