

The Economic Development Partnership of Hillsdale Co., Inc. (EDP)

JOB OPPORTUNITY

Position Executive Director

Projected Start Date July, 2010

Final Submittal Date May 1, 2010

Organization Background

The Economic Development Partnership (EDP) is a local nonprofit organization committed to the growth of Hillsdale County. We work to provide economic development for the area through our entrepreneurial development, business and industry retention & expansion and business attraction efforts. We also provide services, resources and advocacy efforts on behalf of area business.

Vision Statement

Creating an environment to support opportunity, growth and encouragement to innovate - for all communities, business and citizens.

Website

<http://www.hillsdaleedp.org/>

Overall Goals

- Achieve strong results in retaining and attracting economic development opportunities for our county, with a particular focus on innovation focused activities.
- Establish our county as a leader in having successful innovation focused economic development activities.
- Be a strong partner and contributor with other area municipalities to ensure that our county has a high quality of life for its residents in addition to strong economic opportunities.

Priorities

- Build and increase relationships & collaborations throughout the County and within the Region
- Increase the quantity and quality of new businesses in the region
- Develop a plan for sustaining funding source(s) that will support continued economic growth

Selected Programs

- Comprehensive economic development strategies
 - Market studies and strategy setting
 - Budgeting, funding, and milestone planning
 - Business Development Incentives
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Hiring Process

- Submit resume and cover letter, with salary expectations and references to reb@hillsdaleedp.org
- Resumes will be reviewed within one week of submission
- Initial interviews will be conducted by EDP Board Committee with final selection by the EDP Board
- All candidates will be notified after final selection

Thank you for your interest in the Economic Development Partnership of Hillsdale County, Inc.

POSITION SUMMARY – EXECUTIVE DIRECTOR

The EDP is seeking an economic development professional who embodies full responsibility for the management and fulfillment of all duties, functions, issues, and activities, relating to the implementation of the Economic Development Plan. A key objective for the Executive Director will be to build relationships and collaborations with local, county, regional and state partners. He/She must provide leadership in the implementation and management of all Economic Development strategies and policies, including functioning as a direct liaison to the Hillsdale County Board of Commissioners and representatives of the municipalities within the county. Residency within the County will be favored and strongly encouraged.

Key Responsibilities / Deliverables:

Plans Developed & Administered

- County Brownfield Redevelopment Authority
- County Planning Commission
- County Revolving Loan Fund
- Local/County/State Partnership
- Region 2 Planning – CEDS
- Partnership for Regional Solutions

Client Relationships Established and Maintained

- Build Industry Knowledge
- Collect and organize account information
- Follow-up on all opportunities
- Update client on EDP and other state and local activities of interest
- Update client on status of business climate improvements

Professional and Rapid Response to Requests for Proposals and Information

- Provide all state and local incentive Packages in timely manner
- Rapid response to information requests
- Provide regular follow-up

Produce Market and Territory Reports

- Maintain account profiles
- Provide regular industry reviews
- Reports related to stated goals

Establish and Maintain Local Partner Relationships

- Government service providers
- EDP stakeholders and other business supporters
- Hillsdale Community Health Center
- South Central Michigan Works!
- Educational and academic institutions
- Hillsdale County Community Foundation
- Chamber of Commerce(s)
- Not-for-profit organizations

Entrepreneurial Education/Focus

- The Senior Advisory Group for Entrepreneurs (SAGE)
- Hometown Partnership (HTP)

Personal Characteristics:

- **Strategic thinker:** Can imagine the organization's future role and brand proposition yet shift to executing excellence once strategy is set.
- **Passionate:** With a real desire to change the world.
- **Savvy:** Economic insight into where to invest critical resources to seize on the right opportunities.
- **Enthusiast:** Articulate and persuasive--able to gain the trust and confidence of customers, partners and employees.
- **Collaborative and communicative:** Able to communicate with and effectively work with the Board of Directors and other constituents; to leverage strengths of the culture, while instilling sense of direction, execution and aggressive drive to growth and success.
- **Builder:** Recruit and build teams, build customer and partner relationships.
- **Open, Effective Communicator:** Excellent listener; proven collaborator with superiors, peers and staff.
- **Team Player:** Leverages the strengths of his/her team while personally supporting and enabling others to succeed.
- **Achiever:** Disciplined and brings a proven ability to execute. Consistently attained/exceeded individual and team goals.
- **Self-Confident Leader:** Recognized as an effective leader and a disciplined and goal focused motivator.
- **Decisive:** Must be able to negotiate roles going forward on a merit basis, establish objective credibility, and set an aggressive pace for organizational evolution.
- **A Closer:** A tactfully aggressive business development oriented executive who can instill credibility, integrity and sense of execution with vision.
- **Hands-On Style:** Who will lead the charge and lead by example. Not an ivory tower strategist.
- **High Integrity:** A reputation in the industry for sustained, principle-centered, win-win relationships.
- **Strong Work Ethic:** Ready to do the heavy lifting and keep showing up until the job is done.
- **Highly Intelligent:** A quick study, able to grasp business and technological issues and get to the opportunity or overcome the challenge.
- **Entrepreneurial:** Flexible and resourceful with a figure-it-out-and-get-it-done mentality.

Education/Experience

- Requires a Bachelor's Degree in Public or Business Administration or similar degree. The ideal candidate will have five (5) years of progressive economic development experience, business or industrial development, marketing or site selection experience. Preference will be given to those candidates with economic development experience including Brownfield Redevelopment financial incentives, tax abatements, tax credits, and tax increment financing. CED certification a plus and competency in computers skills required.

Salary/Benefits

- Salary range (\$45,000-\$65,000)/Benefits
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