

**EXECUTIVE DIRECTOR
ADDISON COUNTY ECONOMIC DEVELOPMENT CORPORATION**

***Mission:** the mission of ACEDC is to be **the** resource for navigating the challenges and opportunities of doing business in Addison County. Our purpose is to facilitate opportunities for economic prosperity in Addison County.*

Position:

The Executive Director is the Chief Executive Officer of the Addison County Economic Development Corporation (ACEDC). The Executive Director reports to the Board of Directors, and is responsible for overseeing the administration, programs, and strategic plan of the organization as well as for ACEDC's consistent achievement of its mission and financial objectives.

Essential Duties and Responsibilities:

1.) Strategic vision and leadership

- Collaborate with the board and staff to continually refine and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with ACEDC's core mission
- Provide inspirational leadership and direction to staff; provide and promote a supportive and collaborative working environment
- Ensure the continued development and management of a professional and efficient organization
- Establish effective decision-making processes that will enable ACEDC to achieve its long- and short-term goals and objectives
- Develop and maintain excellent relationships with local, regional, and state partners
- Maintain a working knowledge of significant developments and trends in the field

2.) Business development and support

- Act as a resource and liaison between businesses and entrepreneurs and the various support services available locally and within the state
- Meet regularly with individuals and companies interested in starting, growing, and sustaining a business in the county
- Respond to requests for information and support from individuals and businesses looking to move a business to Addison County
- Complete all activities required in the grant between ACEDC and the Agency of Commerce and Community Development (ACCD)

3.) Loan fund program

- Meet with potential loan applicants and review loan applications
- Prepare credit analysis and loan packages for ACEDC Loan Committee
- Coordinate with other lenders on loan structuring
- Work with ACEDC's attorney to create loan documentation and handle all loan closings
- Provide Trustee services for Kiva Zip loan program
- Ensure accurate reporting and compliance of loan programs as well as timely collection of loan payments
- Prepare annual budgets for each USDA IRP (Intermediary Relending Program) loan fund
- With ACEDC Loan Committee and Director of Finance, ensure that there are sufficient funds available for future loan requests

4.) Infrastructure and operations management; board relations

- Oversee the financial status of the organization, including the development of the annual budget, monitoring the budget, and ensuring sound financial controls are in place
- Ensure compliance with all federal and state requirements relative to ACEDC operations, funding, and programs
- Recruit, retain, and support staff; ensure their alignment with ACEDC's mission, and influence them to do their best work for the organization
- Ensure that adequate funds are available to permit the organization to carry out its work
- Lead annual membership drive and ongoing solicitation of new members
- Ensure solid communications and marketing of ACEDC programs and services via website, newsletter, social media and other appropriate outlets
- Cultivate a strong and transparent relationship with the Board of Directors and ensure open communication about the measurement of financial, programmatic, and impact performance against the strategic plan and grant with ACCD
- Provide monthly updates of programs, projects, and activities, and quarterly financial updates to the Board of Directors
- Provide the Board with all information necessary for it to function properly and make informed decisions

5.) Community and legislative relations; communications

- Establish sound working relationships and cooperative arrangements with community organizations and municipalities
- Participate in appropriate community planning discussions and projects
- Represent ACEDC to agencies, organizations, legislators, and the community
- Work to educate political leaders in the county and state on matters adversely affecting the business climate, effects of potential legislation on businesses, and advocate for specific businesses when appropriate
- The Executive Director is expected to remain apolitical

QUALIFICATIONS:

1. Bachelor's degree in business, economics, community planning or public administration; graduate degree preferred
2. Seven years of progressively responsible experience in economic development and at least three years in a supervisory or management capacity, or equivalent combination of education and experience
3. Excellent relationship building skills with an ability to communicate and work effectively with a variety of stakeholders
4. Outstanding presentation and communication skills
5. Financially savvy and politically astute with the ability to set clear priorities and delegate; keen analytic, organization, and problem solving skills which support and enable sound decisions making
6. Preferred: familiarity with the Addison County Community, including community leaders, residents, and key organizations