

Executive Director

Purpose

- The Executive Director serves as the chief administrative and executive officer and is responsible for the general management and operation of the Authority. The Executive Director reports to the board of trustees.

Education and Experience Requirements

- A bachelor's degree from an accredited college or university in business administration, economic or community development, urban & regional planning, engineering, or a related field. Advanced degree(s) and CEcD designation and/or EDFP certification preferred.
- A minimum of five (5) years' experience in economic or community development, urban & regional planning, or a closely-related profession, with a proven track record of successfully locating new capital investments.

Required Knowledge, Skills, and Abilities

- Must be computer literate and proficient in the use of Microsoft Office and Adobe Acrobat Pro;
- Ability to communicate effectively and professionally with clients, stakeholders, and prospective clients verbally and in written form;
- Must be comfortable meeting with corporate executives and site selection consultants;
- Must be comfortable operating in political environments while remaining apolitical;
- Must adhere to the confidentiality requirements of economic development projects;
- Must be productive, diligent, conscientious, timely and loyal;
- Demonstrates a sense of integrity, accountability, responsibility, and a commitment to public trust through statements and actions;
- Must be a proven leader with track record of achieving objectives;
- Skilled at strategic planning and implementation;
- Ability to quickly establish and build ongoing, productive relationships with various stakeholder groups, inspiring cooperation and channeling their efforts toward productive advancement of the region;
- Media savvy and demonstrated skill at leveraging all forms of media;
- Proven project and business management skills;
- Financial acumen and financial management skills;
- In-depth knowledge of the principles and practices of economic development;
- Ability to work independently and to manage multiple projects and priorities;
- Demonstrated ability to attract new jobs;
- Demonstrated ability to facilitate, structure, and close deals;

- Must have a solid understanding of factors affecting business location decisions, including sites, workforce, permits, construction and laws/regulations;

Essential Duties

- Creates and executes action plans to implement the annual economic development goals, objectives, and strategies established in cooperation with the Authority's board of trustees;
- Prepares the agenda, maintains board minutes and records and carries out the decisions, plans and programs of the board of trustees in accordance with established policies;
- Initiates programs for consideration by the board of trustees and advises the board on all matters under consideration;
- Prepares, for board approval, the Authority's annual and operating budget, with the assistance of the office manager, manages its implementation, and oversees expenditures within the framework of the budget, along with monthly review of the financial statements;
- Develops and maintains a system for internal financial reports and controls;
- Hires, terminates, supervises, develops and conducts continued on-the-job training programs for employees as required to accomplish the Authority's mission and goals, including oversight of all staff, assignment of their duties, supervision of their work and the establishment, within the framework of the approved budget, of their terms of employment;
- Develops short-term and long-term goals, objectives, and strategies;
- Acts as a liaison between the Authority and the Authority's funding agency, the Hinds County board of supervisors;
- Acts as the lead negotiator with clients and prospects;
- Initiates prospect development including proactive marketing and timely inquiry response
- Develops advertising/marketing strategies and programs designed to sell Hinds County to economic development entities;
- Works with regional partners to assist in attracting new businesses and industries;
- Aggressively sells, promotes, and markets Hinds County as an outstanding business location;
- Evaluates on an ongoing basis all marketing and promotion activities of the Authority including consistent messaging and information dissemination via social media, e.g., Facebook and Twitter in conjunction with the director of business development;
- Develops and maintains close working relationships with existing industry and allied organizations involved in business attraction including site selection consultants, the Mississippi Development Authority, real estate developers, and utilities, and provides assistance in key areas of problem solving and expansion assistance;
- Develops working relationships with economic development allies to leverage Hinds County's ability to successfully attract new capital investments;

- Develops and administers programs that identify, recruit, train and advance the Hinds County's workforce;
- Ensures that client's needs are met during all stages of attraction and throughout the life of projects;
- Facilitates and host on-site visits;
- Responds to inquiries, ensuring timeliness, effectiveness and accuracy of information provided;
- Oversees the management, maintenance, and enhancement of industrial parks and buildings under the Authority's jurisdiction;
- Represents the Authority on various boards and commission; and
- Ensures scheduling and facilitation of all meetings of the board of trustees and its committees;
- Reviews and evaluates all proposals requiring action by the board of trustees and its committees;
- Supplies pertinent updates to the board of trustees at monthly meetings and as needed between monthly meetings;
- Manages the acquisition, development, and marketing of properties for business development within the budgetary constraints of the Authority and applicable legal authority;
- Other duties as assigned by the executive committee or board of trustees.