



**Greenwood-Leflore**  
INDUSTRIAL BOARD

**Position: Executive Director**

The Greenwood-Leflore Industrial Board seeks an energetic and visionary leader to serve as the organization's Executive Director. The Executive Director is responsible for carrying out the mission of the Greenwood-Leflore Industrial Board, at the direction of the Board, by acting as a provider, collaborator, and leader of economic development activities. This position requires a variety of supervisory, administrative, technical, and professional work in the preparation and implementation of economic development plans, programs, and services. The individual must have a thorough knowledge of economic development, business development and recruiting principles, techniques, and programs; the ability to communicate effectively in a written, oral, and a visual manner; the skills to establish and maintain effective working relationships with industrial and business representatives and employees, public officials, federal, state, and local departments, and the general public; the ability to analyze and interpret complex information; the ability to carry out projects to their completion; the ability to train and supervise personnel; and the experience necessary to operate, maintain, and upgrade a dynamic and technically contemporary economic development office. A minimum of three to five years of experience and a Master's Degree in Economic Development or a related field is preferred. An expanded synopsis of some of the more important requirements for the position of Executive Director follows.

***PROJECT MANAGEMENT***

The individual is responsible for managing all types of projects consistent with the day-to-day operations of an economic development organization. This person must be capable of assembling local, state, and federal support necessary for both large and small-scale developments including: Boards of Supervisors and City Boards, Senators and Representatives, Mississippi Development Authority, the Economic Development Administration, business and community leaders, real estate developers, and the news media. The position requires the ability to perform research analysis and evaluation of technical information to determine project feasibility, project requirements and logistics, and economic impact of proposed developments and expansions. The Executive Director also must have the vision and determination needed to carry out projects to their completion.

***Industrial and Commercial Development*** - The Executive Director will be expected to recruit and assist new industrial and commercial businesses to the area. The individual must be capable of identifying target companies and their respective contact persons, initiating sales calls, and making proposals and presentations to the identified client. A strong background is necessary in various fields of manufacturing, real estate and



**Greenwood-Leflore**  
INDUSTRIAL BOARD

negotiations, sales and contract agreements, leasing and lease purchase options, business specific practices, trends, and requirements, demographics and labor profiles, market and finance programs, incentives, taxation issues, construction and engineering techniques, land use law, economic geography, and public relations to name a few.

***Business Retention and Expansion*** - Requires the individual to establish an ongoing working relationship with the businesses of the county inherent to a business and industry visitation program. A priority will be placed on communications with the area's largest employers. In addition, the individual will need to be experienced with implementing and operating a program of business retention and expansion.

***Industrial Park Development*** - The Executive Director must be familiar with three industrial parks located within the county. Time restraints require the individual to possess a strong understanding of subjects and issues such as real estate, topography, regulatory permitting requirements, civil and structural engineering, cost estimating, funding source application process and requirements, site data compilation and presentation, and construction.

***ECONOMIC DEVELOPMENT MARKETING***

The individual is responsible for updating and maintaining a process-oriented marketing plan which targets industrial and commercial prospects and encouraging them to locate new facilities to the area by means of presentations, proposals, and negotiations.

***Proposals and Publications*** - The individual is responsible for operating and continually improving a state-of-the-art system for producing customized business proposals and responding to Requests for Proposals (RFPs) and Requests for Information (RFI) in a timely manner.

***Networking with Recruiters and Allies*** - The individual must be capable of establishing and maintaining long-term relationships with economic development partners and resources across the United States such as the state development agency, local agencies, utilities, state government institutions and departments, universities and community colleges, construction and engineering firms, law firms, advertising agencies, corporate real estate executives, and workforce partners.

***Summary of Duties and Responsibilities:***

- Direct and supervise all administrative functions and operations of the Greenwood-Leflore Industrial Board, including membership.
- Prepare annual budget and review invoices for submission to the board and City Clerk's office for payment
- Establish, implement, and maintain programs for recruitment of new investments and job creation.
- Our ideal candidate will be aggressive and intentional in promoting our existing, vacant industrial buildings.
- Manage publicity and media relations including website, Facebook, and other social media accounts.
- Maintain regular local speaking engagements.
- Organize economic development affairs with county and municipal officials.
- Explore opportunities for joint endeavors with regional and state economic development allies.
- Seek incentive and grant opportunities through grants, loans, and tax programs offered by the State of Mississippi, utilities, other agencies/programs, and coordinate efforts with local units of government.
- Manage real estate investment property and tenants.

***Estimated Time Spent on Areas of Responsibility:***

- 10% - New Business Recruitment
- 20% - Administrative Duties/Attending Partner Events
- 30-35% - Existing Industry Efforts
- 30-35% - Building Workforce Pipeline