

Seneca Rocks Regional Development Authority

Executive Director Job Description

This position reports to:

The Seneca Rocks Regional Development Authority Board of Directors

Summary:

The Executive Director position is responsible for attracting new business opportunities and encouraging the expansion and retention of existing businesses, agriculture-based enterprises, and a recreation-based economy to promote a stronger economic base for Grant and Pendleton counties. This position provides overall leadership of the Grant and Pendleton counties economic growth in marketing and public relations through the county, region and state and works under the policy direction of the Seneca Rocks Regional Development Authority Board of Directors, which is composed of members appointed by Grant and Pendleton County commissions. The Executive Director provides oversight to the overall financial operations of the organization and establishes, implements, and maintains policies and operating reporting procedures to achieve the overall mission of the Authority.

Job Description:

- Plan, organize, coordinate, direct, and evaluate economic development within Grant and Pendleton counties.
- Coordinate and encourage the development of strategies that maintain and enhance the long-term viability of Grant and Pendleton counties.
- Recruit industry and commercial investment and work with prospects to encourage the creation of new jobs.
- Oversee and coordinate the SRRDA's marketing effort for the counties.
- Manage the negotiation of sales and leasing of property of the SRRDA and organizations.
- Retain and support existing industry in Grant and Pendleton counties by providing assistance that ensures continued success and expansion.
- Represent the SRRDA on boards and in the regional and state levels to ensure visibility and success.
- Review and development, alongside the Board, long range strategic economic development marketing plans.
- Prepare, write, and administer grant proposals related to economic development and work with other entities on the development and administration of grant proposals.
- Communicate with, respond to, and resolve complaints, conflicts, concerns, and questions from citizens, contractors, customers, developers, business owners, and public and private agencies concerning SRRDA, regional and state services, activities, and programs.
- Communicate with the SRRDA Board of Directors, other Department Heads, the County Commissions, county elected officials and others regarding policy issues and matters of economic development concern.

- Supervises all employees of the SRRDA

Recommended Minimum Qualifications:

Education and Experience:

- Bachelor's degree is preferred but not required.
- Two years prior work in a job closely aligned with this job description is preferred but not required. Non-profit experience is preferred.

Knowledge, Abilities and Skill:

Knowledge: Workforce issues, statistics, finance, real estate, marketing, communications, common policies, practices and procedures of the department and office operation, laws and regulations pertinent to position functions. Working knowledge of social media and other electronic communications in support of department operations.

Abilities: Strong interpersonal and leadership skills. Ability to manage an office staffed by employees, ability to work with a Board, ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks, and maintain confidential information.

Skills:

Proficient personal computer skills, record-keeping and clerical skills, mathematical skills, written and oral communication skills, public speaking, outstanding interpersonal skills, and attention to detail required.

The Seneca Rocks Regional Development Authority will be accepting resumes for the position of 'Executive Director' for the Seneca Rocks Regional Development Authority. Resumes along with a cover letter must be received or hand delivered, mailed or emailed to: Pendleton County Commission, Attention Karen Pitsenbarger, 100 South Main Street, PO Box 187, Franklin, WV 26807, karenp@pencowv.com. Any questions may be addressed to Karen Pitsenbarger at 304-358-7573. Seneca Rocks Regional Development Authority is an Equal Opportunity Employer.