

Position Announcement/Description August 2021

Adams County Development Council Executive Director

MISSION: *“To enhance, retain and attract commercial, industrial and agricultural growth, development and diversity within Adams County and its cities, towns and ports.”*

Primary Function:

Under the general oversight and direction of the Adams County Development Council’s Chairman and Executive Board, the Executive Director serves as the point person for the Associate Development Organization (ADO), responsible for all functions that result in business recruitment, retention, and expansion.

Application Process

1. All application information should be submitted to:
 - a. acdc_board@growadamscounty.com
 - OR
 - At our website <https://growadamscounty.com/>
2. Applications must include the following:
 - a. Cover letter
 - b. Chronological resume
 - c. Three (3) professional references
 - d. Compensation requirements
 - e. Position is open until filled
3. A competitive salary and benefits package will be negotiated based on the applicant’s history as well as the significant requirements, responsibilities and needed experience and qualifications for the position.
4. Adams County Development Council considers applicants for all positions without regard to gender, race, religion, national origin, age, disability, marital or veteran status, sexual orientation, or other protected status.

Minimum Qualifications

A Bachelor’s degree in economic development, urban planning, business administration or related discipline, or five (5) years of work experience in economic development, real estate development, property management or a similar field. The requirements may be substituted with a combination of certification through the Certified Economic Developer (CEcD) program and relevant work experience on a case-by-case basis.

Major Responsibilities:

1. Lead the ACDC through an annual strategic planning process to establish goals and objectives.
2. Achieve the goals and objectives of the ACDC Board of Directors as identified in its strategic plan.
3. Establish ACDC as the lead non-profit agency for business services as they relate to the Executive Director’s primary function.

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4. Work with private industry, government, and the various communities to develop, implement and support economic retention, expansion and recruitment programs resulting in the creation of new living wage jobs.
5. Successfully recruit Investment Partners to support ACDC's mission and annual operational expenses.
6. Prepare, monitor, and function within an annual budget, as approved by the Board of Directors. Work directly with bookkeeper and treasurer on A/R, A/P, payroll and monthly financial reports for the Board of Directors.
7. All additional duties and tasks as assigned or required in the course of fulfilling the mission of ACDC.

Specific Duties and Responsibilities:

1. Board duties

- a. Communicate regularly with the Chairman and the Board of Directors about ongoing activities and benchmarks pertaining to the strategic plan.
- b. Provide monthly reports of activities during the Board of Directors' regular meetings.
- c. Create ACDC's annual report and prepare, organize, and host the annual stakeholder meeting.
- d. Organize special events and fundraisers as deemed necessary.
- e. Maintain Board contact roster and notify all members of future meetings. Arrange for meeting location and set up as necessary.
- f. Prepare agendas, provide minutes and all necessary documentation, take minutes and attend all ACDC meetings of the board.

2. Business/Industry Assistance

- a. Provide advice and guidance for existing and prospective new businesses.
- b. Provide recommendations regarding access to alternative financing including business loans and grants.
- c. Perform research and supply economic/demographic information to businesses, non-profits, government agencies and site selectors.
- d. Respond in a timely manner to all site selector requests forwarded by the Department of Commerce.
- e. Identify independent site selectors and industry professionals to ensure they consider Adams County when looking for new business and industry locations.
- f. Actively network with existing business and industry representatives, regularly updating ACDC's manufacturing survey/inventory.
- g. Arrange for business and workforce education courses for small business owners and industry as needed.
- h. Maintain an up to date roster of available property and existing buildings available for lease or purchase.

3. Marketing and Community Outreach

- a. Maintain and regularly update the ACDC website with business and industry news from Adams County.
- b. Establish a social media presence for ACDC to increase and raise awareness of ACDC's services and activities.
- c. Utilize print and electronic media when appropriate to advertise Adams County and ACDC's services.

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- d. Establish working relationships with local and regional news media. Generate press releases and PSAs when appropriate.
- e. Serve as the “face” of ACDC at all times, including during off hours and while participating in public events.
- f. Participate in local, state, and regional organizations relevant to the ACDC mission and represent ACDC in public and private meetings.
- g. Develop marketing strategies necessary to promote board activities and attract businesses.

4. Office Administration

- a. Maintain all ACDC records, including in-kind documentation.
- b. Fulfill annual Washington State Department of Commerce ADO contract, including meeting or exceeding annual benchmarks and any required reporting elements.
- c. Seek and apply for grant funding, and administer grant awards, with board approval.
- d. Prepare reports as required by funders.
- e. Develop scopes of work or requests for proposals for all sub-contracted work and professional services approved by the Board. Negotiate and prepare contracts for Board signature.
- f. Hire, train, manage and evaluate future staff and sub-contractors as approved by the Board.
- g. Answer mail, email, and phone inquiries in a timely manner.

5. Government, Legislative Outreach

- a. Monitors local, state, and federal government and legislative measures related to economic develop and business issues.
- b. Maintains appropriate contact and networks with local, state, and federal elected officials, agencies, and staff to ensure information exchange about economic development issues.
- c. Research and disseminate information on governmental activities that could impact the economic health of Adams County.

6. Required Knowledge and Abilities

- a. Proven knowledge of economic development practices, techniques and strategies for business retention, recruitment, and expansion.
- b. Ability to communicate, network and present effectively and meaningfully to the Board of Directors and other public and private entities. Strong public speaking abilities
- c. Excellent written and verbal skills.
- d. Strong collaborative skills and ability to gain community-wide involvement to accomplish complex tasks.
- e. Knowledge of economic analysis techniques related to market, feasibility, and impact studies.
- f. Proven history of successfully developing and implementing strategic plans.
- g. Proven ability to work with and coordinate public and volunteer boards. Ability to work with a large and diverse number of public and private interests and individuals.
- h. Knowledge of marketing and promotion techniques.
- i. History of community service and involvement.

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- j. High integrity and ability to maintain confidentiality.

This job description is not all-inclusive and does not constitute an employment agreement between the employer and employee; and is subject to change as the needs of the employer and the requirements of the position change.