

NOW HIRING:
VICE PRESIDENT,
ECONOMIC DEVELOPMENT

Aspire
economic development
+ chamber alliance



The **Vice President of Economic Development** is responsible for leading strategic economic development activity to advance economic and community growth within Johnson County. This position collaborates with senior staff and volunteer leadership to develop goals and strategies, and engage staff, partners and volunteers to advance goals. The Vice President works closely with both new and existing companies seeking to make capital investments and create desirable jobs in Johnson County, managing complex deals involving various forms of public support and shepherding them through the site selection and public incentive process. The Vice President leads a staff team to advance community, workforce and economic development strategies and goals.

This is an opportunity to help shape a newly merged organization built on solid foundational economic and community development programs. You will develop your staff team and convene stakeholders to advance a new economic strategic plan, which you will help complete. You will work to convene a variety of business and community leaders to grow the local economy and improve our community.

The ideal candidate will be collaborative, driven to achieve, invested in developing people and programs, and will always display an exemplary manner of business and professionalism. The ideal candidate will also possess a genuine passion for business and economic development, a positive attitude, and strong interpersonal communications and customer service skills.

The candidate must have prior economic development experience and the ability to research and develop new insights into economic development best-practice strategies, and then apply innovative solutions to make organizational improvements.

About Aspire Economic Development + Chamber Alliance:

Sharing a proven history of success, Johnson County Development Corporation and the Greater Greenwood Chamber of Commerce are merging on January 1, 2020 to create Aspire Economic Development + Chamber Alliance, a stronger, more strategically aligned engine to drive economic growth in Johnson County and south of Indianapolis.

By aligning to offer a full-service, holistic approach to our members, investors and customers, our strategic union will expand services, amplify reach and better coordinate potential economic development opportunities. We are uniting resources and talent to create one economic development strategy, maximizing returns for members, investors and communities.

This merger was born out of aspiration to achieve at an even higher level. The timing is ideal and allows Aspire Economic Development + Chamber Alliance to build upon current momentum. This is a defining moment for economic development and business success in Johnson County and southern Indy.

About Johnson County, Indiana

Johnson County, one of Indiana's fastest-growing counties, is a contiguous suburb of the state's capital and a key player in the powerful Central Indiana economic corridor. Johnson County is home to 155,000 residents, and another 150,000 people live within five miles north of the County's border, fueling business growth and success within Johnson County.

Johnson County is enjoying a community development renaissance. Local cities and towns are developing miles of new trails and acres of new parks including amphitheaters, recreational centers, and aquatic centers. Public and private investments have redeveloped **local downtowns**. **More are planned**. **Tourism** is driving quality of life experiences.

Johnson County means business, and it presents an extremely attractive option for any company considering growth or expansion. Our area scores well in the three areas most valued by businesses looking to expand or relocate - available labor, shovel-ready land, and access to transportation. Current businesses are thriving, wages are steadily increasing, and demand for professional office and industrial space continues to rise.

Benefits:

Qualifies for full benefits package including health, dental, vision, life, 401(k), paid time off, and holiday pay. All benefits subject to new hire introductory period.

To Apply:

After reviewing the following job description, email your resume and cover letter to:

Christian Maslowski, President & CEO
Careers@AspireJohnsonCounty.com

Questions may be directed to Christian at the above email or 317•888•4856.

No walk-ins, please.



Staff Team Position:
Vice President, Economic Development



Job Summary:

This position is responsible for leading strategic economic development activity to advance economic and community growth within Johnson County. Collaborates with senior staff and volunteer leadership to develop goals and strategies. Engages staff, partners, and volunteers to advance goals. This position will work closely with new and existing companies seeking to make capital investments and create desirable jobs in Johnson County, managing complex deals involving various forms of public support and shepherding them through the site selection and public incentive process. Leads a staff team to advance community, workforce, and economic development strategies and goals. An engaged member of the staff team, eager for the success of the organization and the local economy.

Responsible to: President & CEO

Direct Reports: Two (2): Business Development Director and Community Development Specialist

FLSA Status: Full Time, Salaried-Exempt

Primary Responsibilities:

Aspire staff team job descriptions are intended to be overviews of primary responsibilities and should be regarded as fluid documents which will evolve as the organization and stakeholders' needs evolve.

Economic Development Services

- Oversee and collaborate with the Business Development Director on business attraction and expansion activity, including but not limited to: establish individual / departmental / organizational performance metrics; determine best response for all project leads; respond to company / site selector / partner requests for information and other community information; planning, preparation for site/company visits, coordinate staff and volunteer participation for client assistance.
- Manage complex deals involving various forms of public support; negotiate strategic state and local incentive packages for companies making capital investments and creating jobs in Johnson County.
- Identifies state, local, federal funding sources available to support business growth; coordinates closely with elected officials and Business Development Director to garner public support for economic development projects and shepherds projects through the public approval process; facilitates company introductions at redevelopment commission and city council meetings where approvals are needed for incentives, zoning appeals, etc.
- Oversee business retention activity, including but not limited to: establish individual / departmental / organizational performance metrics; participate in activity where appropriate.
- Direct and oversee workforce development, talent attraction, and community development initiatives and goals; establish individual / departmental / organizational performance metrics; collaborate with staff and participate where appropriate.
- Identify, prepare for and participate in opportunities to market and promote the County; collaborate with departmental staff and CEO on coverage; will include national and international travel.

- Direct staff and vendors on necessary economic, community, workforce, and demographic data to research, curate, and publish; ensures organizational information and statistical files are current and accessible.

Strategy, Management and Operations

- Champions and leads implementation of the organization's economic development strategic plan; oversees implementation of strategies and tactics; engages staff team members, key community development volunteers, and partner organizations in activity to effectuate strategic advancement; determines, measures, interprets metrics; reports performance metrics to organizational staff and volunteer leadership.
- Provides counsel to and collaborates with CEO and Business Development Director to create new best-practice economic development strategies and metrics as needed; implement actions to achieve success.
- Provide leadership to the Economic Development Advisory Council, including but not limited to volunteer development, training, engagement, and recognition; collaborates with Council Chair and departmental staff on meeting program development; oversees departmental staff work on meeting logistics and budget management; attends all Council meetings; collaborates with Council on economic development goals and objectives; directs initiatives to achieve Council goals and objectives.
- Direct department staff including employee selection, development, disciplinary action, work complaint resolution; direct workflow, staff roles and responsibilities to achieve economic development goals, deliver excellent customer service, and best support stakeholders.
- Coaches direct reports on performance, industry trends, technical skills; collaborates with individual employees on professional development plans; collaborates with CEO on Aspire staff team development and interdepartmental education and training.
- Develops departmental budget in coordination with the CEO, implements with department staff and provides annual, ongoing oversight.

Stakeholder Services, Organizational Advancement

- Supports city / town and county stakeholders by assisting in the development of their short and long term economic and community development plans; gathers information and prepares studies, reports, and recommendations to achieve goals; directs and collaborates with departmental staff and vendors to achieve the same.
- Collaborate with Aspire staff team on outreach and presentation efforts to educate elected officials, volunteers, students, companies and others about economic development activity.
- Seeks to develop and maintain close working relationships with local, regional, national brokers, developers, site selectors and resource partners, with emphasis on those who may best advance our targeted industries and strategic economic goals.
- Maintains close working relationships with the Indiana Economic Development Corporation, Indy Partnership, utilities, brokers, and other partners in the region.
- All Aspire staff team members actively share information about all organizational events and services, strategic plan initiatives, and public policy information; and support investor recruitment and retention efforts through information sharing, referrals, and solicitations.
- In collaboration with the Vice President of Investor Relations and CEO, participate in Aspire investor retention and recruitment meetings to foster good relations, provide economic development updates, glean feedback, and develop investment in the organization.

Education, Skills, and Demonstrated Abilities:

The following qualifications are guidelines. Other combinations of education and experience might provide the necessary knowledge, skills and abilities to perform this job.

- Bachelor's degree plus minimum three to five years-experience in business attraction, retention and/or expansion economic development activity, including facilitating and negotiating projects, at a local, state, or regional economic development private, nonprofit, or governmental agency; seven or more years of experience in related fields such as workforce, community, and/or economic development, chamber of commerce management, commercial real estate, law, or finance.
- Foundational understanding of state and local government operations and programs; knowledge of public policy and how various issues affect economic development; and an understanding of the political process and how to work with public officials and agencies to achieve desired outcomes.
- Exhibits strong interpersonal skills during both oral and written communications, and always displays an exemplary manner of business and professionalism.
- Proven ability to present ideas effectively, both verbally and in writing, and to negotiate with / influence others in a positive manner.
- Maintain crucial confidentiality with highly sensitive information, trade secrets, company project details and company operations details.
- Establish and maintain strong collaborative, working relationships with a diverse group of stakeholders, gaining their trust and confidence through diplomacy and respect.
- Deliver excellent customer service, including quality, accuracy and dependability.
- The ability to research and develop new insights into economic development strategies and situations, and then apply innovative solutions to make organizational improvements.
- Maintain high level of organization and productivity; exercises discretion, independence, and judgment to prioritize duties to meet multiple deadlines in a high-volume work environment.
- Successfully develop and advance annual and mid-range strategic plans and budgets.

Additionally, must abide by all organizational policies and procedures, and must possess:

- A valid driver's license, reliable transportation, and proof of insurance.
- Flexibility to conduct work before and/or after traditional business hours (i.e. 8am to 5pm) and attend meetings/events (approx. 5 to 6 a month) before and/or after traditional hours; flexibility to conduct work outside of the office as needed and appropriate.
- Ability to see and hear within normal parameters, must use hands and fingers to use keyboard and mouse; operate equipment; reach above shoulder heights, below the waist; or lift to file documents or store materials throughout the workday. Proper lifting techniques required.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting, standing, or walking for extended periods of time; operating office equipment; arrange meeting room tables and chairs; and lifting up to 25 pounds.