

## **Fulton Economic Development Corporation Executive Director Job Description**

### Job Summary Function

The Executive Director will serve as the chief executive officer of the Fulton Economic Development Corporation. The Executive Director is administratively responsible to and serves at the pleasure of the Board of Directors ("Board").

The Executive Director will have the primary responsibility, on behalf of the Board, to retain existing industries and encourage their expansion and promote new enterprises to locate in the area. The Executive Director is authorized to make the requisite expenditure and take whatever actions necessary to carry out the board-authorized work plan within the budget approved for such activities.

### Duties and Responsibilities

The following is a general outline of duties to be performed by the Executive Director. The Executive Director will:

1. Be responsible for daily operations of Fulton Economic Development Corporation to include responsibility for staff operations (i.e. staff training, recruitment and compensation). The Executive Director will make staffing recommendations to the Board.
2. Provide leadership, information, and give direction to the Board.
3. Maintain a close working relationship with the governing bodies of the City and County to ensure continued CEDIT funding for the Fulton Economic Development Corporation.
4. Work with City and County officials to find creative ways to assist existing and future businesses.
5. Maintain an outreach program that will include contact and interaction with participating agencies, industrial brokers, utilities, Chambers of Commerce, industrial departments of railroads, engineering and consulting firms, the Indiana Economic Development Corporation, Area Plan Commission, Fulton County Tourism Commission, institutions of higher learning and state, national and other industrial development personnel and organizations.
6. Maintain continual contact with existing businesses within Fulton County to identify needs and concerns.
7. Maintain an assistance program to existing local business which may include technical advice, help in locating financial assistance, grant writing, abatement assistance, and other types of assistance as needed.
8. Establish and maintain a community inventory including, but not limited to: available development sites, labor market trends and capabilities, transportation linkages, long-

term and short-term financing, utilities, educational opportunities, and other community information required to create an updated data bank.

9. Maintain continual contact with selected industries and businesses, who might be interested in relocating or opening a branch operation in Fulton County.
10. Provide all necessary information and any assistance possible to firms seeking an area site for their operations.
11. Respond to prospect inquiries and maintain continued contact with prospects through letters, telephone and/or personal contacts as appropriate until the prospect either locates to or decides against locating in the Fulton County area.
12. Develop and maintain an effective public relations program.
13. Create and maintain a cohesive, team-oriented office environment.
14. Stay thoroughly familiar with federal, state and local legislation affecting economic development.
15. Prepare an annual work plan and budget for recommendation to the Board for approval.
16. Be familiar with requirements of available grants. Prepare grant applications on behalf of the Board and assist employers in the submission of grant proposals.

#### Essential Skills and Abilities

1. Those skills required to meet the above-listed duties.
2. Experience in developing and adhering to annual budgets.
3. Excellent communication skills.
4. Work well in high pressure situations.
5. Ability to maintain confidentiality.
6. Strong people skills.

#### Requirements and Physical Demands

1. Minimum 40 hours per week.
2. Travel as required.
3. Preference will be given to candidates willing to relocate to Fulton County.

Interested individuals should send a cover letter and resume to [fedcoapp@peterson-waggoner.com](mailto:fedcoapp@peterson-waggoner.com) or to Peterson Waggoner & Perkins, C/O Ted Waggoner, 125 E 10<sup>th</sup> Street, Rochester, IN 46975.