

Greater Kokomo Economic Development Alliance

POSITION: President & CEO

OVERVIEW: The President is the Chief Executive Officer of the Greater Kokomo Economic Development Alliance (Alliance). The Alliance serves as the lead economic development organization for Kokomo and Howard County, Indiana and focuses on enhancing the economic prosperity of the community by achieving goals and executing programs that benefit the community's employers, residents, institutions, and visitors.

The Alliance consists of the combined efforts of the Greater Kokomo Economic Development Council, the Greater Kokomo Chamber of Commerce, the Greater Kokomo Downtown Association, the Greater Kokomo Visitors Bureau, and Inventrek Technology Park.

The CEO is responsible for the overall operations of the Alliance and leads the five organizations that comprise the Alliance to promote community prosperity.

REPORTS TO: Board of Directors of the Alliance.

SUPERVISORY RESPONSIBILITIES: Manages all subordinate supervisors and staff, currently numbering 10.

EDUCATION: Bachelor's degree strongly preferred. Completion of economic development and/or chamber of commerce certification or program also preferred.

SKILLS and BACKGROUND:

- At least 10 years of related experience in economic development, chamber of commerce management, or industry management.
- Demonstrated experience in membership development and fundraising and in developing, monitoring, and managing a budget of over \$1 million.
- Other acceptable industry experiences may include workforce development, talent attraction, capital project planning and management, marketing and communications.
- Experience operating in a results-focused environment with an emphasis on metrics and deliverables.
- Social media awareness
- It is expected that the CEO will reside in Howard County

COMPETENCIES:

- -Leadership
- -Communication, oral and written
- -Initiative
- -Presentation abilities
- -Collaborative
- -Integrity

RESPONSIBILITIES:

- Develops a strategic plan that promotes the vision of the Alliance in cooperation with the Board of Directors.
- Ensures successful tactical implementation of the strategic plan.
- Refines the strategic plan as necessary to address marketplace and competitive challenges and opportunities.
- Attracts, recruits and retains an excellent professional staff.
- Maintains a workplace that embodies the values of the Alliance; promotes a culture of teamwork; engenders high staff morale; establishes clearly delineated responsibilities; and sets defined expectations for performance, accountability and success.
- Develops specific procedures, programs, budgets and policies in response to the strategic plan, including measurement guidelines to track and analyze performance.
- Assists the Chair and Executive Committee as needed to support the work of the Board of Directors.
- Communicates regularly with the Board of Directors, investors, regional partners, elected officials, and other constituents.
- Oversees and directs marketing initiatives to achieve measurable outcomes that produce leads and ensures professional management of leads in order to maximize the location, growth and expansion of businesses and investment in Kokomo and Howard County.
- Engages with public and private sector investors to provide the necessary financial support for the Alliance to succeed in its mission and to execute its Program of Work.
- Maintains existing investor relationships and develops new relationships through meaningful communication and interactions.

- Maintains a strong working relationship with public officials at local, state, and federal levels.
- Maintains strong working relationships with community partners and professionals.
- Develops appropriate relationships with regional organizations.
- Advocates on behalf of business in policy-related matters that affect the business climate in Kokomo and Howard County.

To apply: Submit a cover letter and resume, by email, to Michelle Reed at mreed@greaterkokomo.com