



**GLADES COUNTY ECONOMIC DEVELOPMENT COUNCIL
EXECUTIVE DIRECTOR POSITION**

GENERAL DESCRIPTION:

The Glades County Economic Development Council Executive Director (Executive Director) shall be responsible for leading the efforts of local business retention and expansion as well as business development and recruitment in Glades County. The position is expected to build strong relationships with key community stakeholders, numerous public agencies, private enterprises, as well as regional partners to facilitate economic development initiatives that will enhance the economic base of Glades County.

The ideal Executive Director will be a professional leader possessing superior relationship building and communications skills with knowledge of the area and its communities. The position will report to the Glades County EDC Board.

ESSENTIAL JOB FUNCTIONS:

Including but not limited to the following duties and responsibilities:

- Promote economic and business development for the County;
- Create and oversee the annual budget while developing investor funding from public and private entities;
- Identify and solicit interest of targeted businesses best suited to locate or expand a facility in Glades County;
- Assist in marketing and leveraging Glades County assets to entice prospective businesses to locate to Glades County;
- Conduct economic development project management: determine and analyze location criteria for business prospects; respond to information requests; partner with local and regional economic development organizations; prepare formal presentations for business prospects; plan, coordinate and guide company representatives on site and community tours;
- Develop and maintain relevant relationships with local and regional economic development agencies, workforce and labor, stakeholders and other key government agencies;
- Analyze economic information such as reviewing financial statements, marketing studies, economic studies, plans and specifications;
- Build and maintain relationships and partnerships with public, private and non-profit organizations and stakeholders;
- Work with local existing businesses to develop innovative ideas that will assist in business retention and expansion;
- Research, identify and implement grant opportunities that support economic and business development initiatives;
- Participate in organizations and make presentations to local groups, boards and public and

private entities;

- Exercise independent judgment within general policy guidelines;
- Communicate effectively, verbally and in writing;
- Public spokesperson for economic development matters;
- Conduct Board meetings;
- Attend County and City Board meetings, as needed;
- Attend State meetings that align with Economic Development;
- Work with regional economic development, workforce and infrastructure organizations;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Understanding and experience of business and economic development;
- Marketing experience;
- Must possess a high level of integrity, enthusiasm, and professional dedication;
- Have an excellent sense of judgment related to sensitive and confidential information;
- Must have relationship and consensus building skills;
- Be able to establish and maintain effective working relationships;
- Research skills and interpreting data;
- Professional work attire during normal business hours. Additional appropriate attire may be required on special occasions and/or Board meetings;
- Superior skills to communicate information effectively in written and verbal form;
- Ability to publically speak and present information clearly and effectively to multiple groups, agencies and entities;
- Ability to understand and follow policies, procedures, practices and laws;
- Ability to multi-task within a working environment that may have shifting priorities and deadlines;
- Proficient in use of computers and software, such as Microsoft Word, Excel and PowerPoint;
- Knowledge and understanding of graphic design software, such as Publisher, PhotoShop, Adobe InDesign, or Canva, and website management.

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university preferred (preferably in business, marketing, communications, or similar degree program) or equivalent experience.
2. Possess a valid Florida driver's license.

The ideal candidate will have:

- Experience with and knowledge of economic development programs in Florida or other states;
- Experience with communicating with business executives, public officials, and the media;
- Experience with marketing, research, and implementing ED programs and initiatives.