

Okeechobee County Economic Development Corporation

Position Description for President

Position Summary

REPORTS TO: Chair and/or EDC Executive Committee.

The President is responsible for pursuing and obtaining commercial and industrial development for the Okeechobee County economy. This position is also responsible for the day-to-day operations of the corporation, including but not limited to, marketing, project management, strategic partnerships, and financial records. The President will serve at the pleasure of the Board of Directors.

Qualification Summary

Education & Experience

- Bachelor's degree, from an accredited college; or equivalent experience.
- Five years of management experience in economic and/or community development.
- Emphasis will be given to Certified Economic Development professional or individual in process of achieving certification.

Critical Thinking Skills

- Establish and maintain effective working relationships with government and organizations.
- Identify potential issues to prevent or limit the impact of those issues.
- Capacity to assimilate complex information and data from various sources.

Financial Skills

- Understanding of budgets, income statements and balance sheets.
- Understanding of Grants and Grant writing.

Technology and Communication Skills

- Proficient with word processing, PowerPoint and/or Prezi, and Excel.
- Skill in writing grammatically correct routine business correspondence.
- Ability to competently make oral group presentations.

Specific Duties & Functions

Economic Development and Marketing

- Serve as the organization leader to prepare and market Okeechobee County for economic development projects.
- Responsibility for maintaining relationships with existing companies to keep and enhance current investments in the area.
- Accountable for duties which may be assigned to EDC staff members.

Property Development & Management

- Identify land sites within the community that are or can become certified for industrial purposes.

Fiscal Management

- Become bonded as directed by the EDC.
- Serve as the fiscal agent for all transactions relating to the EDC.
- Develop and present for approval a budget that represents the goals and objectives of the EDC.
- Approve all invoices for expenses incurred by the EDC.
- Review options for additional funding sources to enhance the economic environment of the community.
- Develop and maintain private sector investors for the corporation.

The Okeechobee County Economic Development Corporation
Is an equal opportunity employer.