



## **Economic Development Director Job Description**

Provides professional assistance in the creation of economic development strategies, research, and implementation efforts to attract, retain, and grow business and industry in Carbon County. Assists in the planning and development of the organization and methodology of economic development initiatives including the completion and analysis of social, economic and other data for planning purposes; acts as liaison for regional and local organizations/associations; prepares applications for economic development projects and monitors same; plans, coordinates and oversees business retention efforts and provides follow-up with businesses; oversees the marketing and advertising of programs; works with the County Commissioners marketing initiatives for local business community and County wide image; collects data and maintains available land sites and property databases; composes monthly reports as assigned; maintains certification with DCED for PIDA loans; schedules and coordinates meetings and events and works on special projects as assigned. Directly reports to the Executive Director.

### **RESPONSIBILITIES:**

- Identifies all industrial property in Carbon County and seeks to market and facilitate deals for businesses to attract industry or grow existing businesses.
- Conducts outreach to the manufacturing sector to assess needs, provide guidance, and offer training, support and low interest financing.
- Underwrites and administrates CCEDC Small Business Expansion Loan Fund (SBELF).
- Maintains certification with State to lend funds through DCED programs including but not limited to the Pennsylvania Industrial Development Authority (PIDA) program.
- Attends all regional meetings for PREP.
- Updates annual manufacturer's directory.
- Works with Executive Director and Board of Directors on implementing strategic plan with respect to economic development.
- Works with Director of Membership to create value for manufacturing sector via sponsorships and membership.
- Provides information and assistance to promote and market the County as a favorable environment for establishing and building industries and businesses.
- Coordinates efforts and information to assist business and industry with permitting processes.
- Researches companies and industries; develops and prepares marketing materials including community, economic, statistical, financial, demographic, and other site-specific information for dissemination.
- Prepares and presents economic development incentives and agreements; reviews and recommends project plans, reports, and procedures; sets priorities and assures deadlines and performance standards are met.
- Participates in meetings with CCEDC Board, government organizations and agencies, and community groups; conducts public meetings, coordinates discussions on Economic Development issues; develops grant applications for economic development projects.
- Property manager for real estate owned by CCEDC.
- Oversees Business Education Partnership Committee and works closely with the Pocono WIA on special grant projects.
- Oversees Hotel Tax tourism marketing disbursements for local projects and works closely with the PMVB to ensure policies and procedures are met.
- Serves as administrator for the Carbon County Industrial Development Authority (CCIDA) underwriting, overseeing and implementing the revolving loan process

**QUALIFICATIONS:** Bachelor's Degree in accounting, finance, or related discipline from an accredited college or university; or no less than five years related, on-the-job experience involving economic development, commercial lending or similar business activities; or completion of economic development training courses related to finance offered by a reputable training organization or learning institution and approved by the Department. Attend certification training at a minimum of 20 hours of related training per year as directed by the organization.