



NEWTON COUNTY

INDUSTRIAL DEVELOPMENT AUTHORITY

Job Title: Vice President of Economic Development
Department: Newton County Office of Economic Development (NCOED)
Reports to: Industrial Development Authority (IDA)

SUMMARY: Plans, organizes and implements economic development functions from conception to completion, including but not limited to industry retention, industry attraction, incentive packages, and workforce development. Research and master planning of the county's economic development industrial and commercial sites; performs a variety of responsibilities including but not limited to; administrative, professional and technical tasks. Implements economic development goals and objectives for Newton County and the City of Covington, interfaces and coordinates with the Georgia Department of Economic Development and our utility economic development partners, local industry, developers and various County/City departments and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Vice President of Economic Development is responsible for facilitating economic development planning and initiatives, identifying and fostering economic development opportunities, securing funding for economic development activities and programs, assisting local organizations, industries/businesses, and individuals with establishing economic development plans and projects, supporting recruitment and retention efforts, and marketing the community to expand economic development opportunities.

The position will establish economic development programs which create a framework for encouraging and facilitating business development, business retention, business attraction and incentive programs by coordinating access to County resources; including business assistance, business retention, and financing plans.

This position will plan and analyze the development, retention and attraction of a qualified local labor force that leads to the success and growth of the local and regional economy. The position works with employers, K-12 and higher education partners, and other implementation partners on developing strategies and programs to build and strengthen our current and future workforce.

This position will have a significant role in assisting the Newton County Industrial Development Authority and Newton County Board of Commissioners implementation of core county strategies:

- Encourage an Innovative Workforce
- Business/Industry Retention and Expansion
- Business/Industry Recruitment and Marketing

1. Establishes and maintains private and public partnership for positive long term economic change; promotes development through relationships between the County and business community, economic development agencies, state, regional and local agencies and relevant County departments;
2. Plan, implement, and evaluate all short-term and long-term talent and workforce development strategies and tactics
3. Identify talent gaps and catalyze solutions
4. Analyzes existing economic situations relative to business attraction and expansion; review modern techniques for business attraction and retention and negotiates and resolves sensitive and controversial issues; monitors program performance.
5. Becomes familiar with the existing inventory of available building and businesses in the County and the municipalities. This will include both public and private building and land areas.
6. Monitors and evaluates the effectiveness of various economic development programs and efforts.
7. Develop infrastructure (industrial parks, shell buildings, utilities, transportation, etc.) to support business growth and expansion.
8. Represents the County and City of Covington at appropriate conferences, civic, cultural, charitable, business, state and federal activities as well as serves on boards, commissions, committees and organizations related to the areas that are critical to the County and City of Covington's goals and interest.
9. Maintains a liaison with various local, state and federal agencies, coordinating projects with agencies as deemed necessary and appropriate.
10. Identifies workforce skill needs of the business community and coordinates action with educational and training institutions to develop and provide the appropriate training and educational programs.
11. Other duties as assigned.

QUALIFICATIONS:

- ❖ A strong communicator who expresses him or herself well and builds positive working relationships with other staff members, partners, consultants, funders and community members.
- ❖ A goal-oriented thinker who has the ability to set clear priorities among multiple tasks and stay focus on project benchmarks and deadlines.
- ❖ Comprehensive Knowledge of economic and community development issues, principles and techniques, including state and federal policies and programs, capital improvements programming, applicable regulations and regulatory devices, associated data sources and information systems.
- ❖ Candidates must possess a combination of education and experience that prepares him or her to be a member of the IDA's leadership team, with the ability to have an immediate impact; familiarity with economic development strategies; knowledge of government and non-government funding sources and business assistance programs, requirements and regulations is preferred.

EDUCATION and/or EXPERIENCE:

Newton County Industrial Development Authority

- ❖ Bachelor's Degree in a related economic development or business field and one year experience in planning, economic and/or community development, business or related field OR equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- ❖ Direct experience developing close working relationships with governmental groups at the local, state and federal level, and constituents/stakeholders which might include elected officials, board of directors, employees and other business and community support organizations.
- ❖ An understanding of workforce development and the connection between K-12 educational systems, postsecondary education systems and career technical programs strongly preferred.
- ❖ Ability to manage multiple tasks at once and an ability to prioritize projects.

LANGUAGE SKILLS:

- ❖ Must be able to communicate effectively (orally and written), possess excellent presentation skills and ability to lead discussions and meetings.
- ❖ Ability to professionally advocate on behalf of the IDA and stated objectives.
- ❖ Grant writing and investor communications experience a plus

MATHEMATICAL SKILLS:

- ❖ Basic knowledge of math skills and accounting required. Ability to formulate and evaluate financial proposals and analyze "deals"

REASONING ABILITY:

- ❖ Must be able to analyze data, determine trends and apply the results.
- ❖ Ability to anticipate reaction from the public, elected officials, business community, governmental agencies to manage various situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- ❖ Valid Driver's License

WORK ENVIRONMENT:

- ❖ Work in predominately an office environment. Mobility to visit/tour construction sites, facilities, businesses, etc. required. Frequent travel (both local and out of the area) required.
- ❖ Ability to work a flexible schedule including weekend and/or evenings as required by events.
- ❖ Experience working with diverse groups of partners, investors, and volunteers.

*Resumes & Cover Letter to: Serra P. Hall, skphillips@selectnewton.com
Position will be open until filled.*