

ECONOMIC DEVELOPMENT SERVICES DIRECTOR – SC APPALACHIAN COUNCIL OF GOVERNMENTS (GREENVILLE, SC)

Serving a core constituency of cities, counties, regional economic development (ED) organizations, universities, utilities, and other stakeholders, the SC Appalachian Council of Governments provides ED strategic planning, grant writing, and a public-private web based ED information program called “InfoMentum” (www.InfoMentum.org). This ED Services Director is responsible for overseeing delivery of each of these services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as the Program Director for the ACOG InfoMentum program (www.InfoMentum.org), managing program development and marketing of services in coordination with the programs governing board of investors.
- Manage the budget of the InfoMentum program, including revenue/expenditure management, retention and recruitment of investors, and identification of other revenue opportunities (grants, special projects, etc.).
- Effectively interpret, organize and communicate the demographic and market data offered by the InfoMentum program to advance ED projects throughout the region.
- Serves as hands-on consultant for communities, facilitate the ACOG-developed, 7-step “Entrepreneur Friendly Toolkit” planning program for stakeholders who seek to attract and support small business development (www.EFToolkit.com).
- Develop strong working relationships with economic development organizations at the local, regional, state and federal levels.
- Write and annually update the 5-Year regional Comprehensive E.D. Strategy (CEDS).
- Write effective ED grant proposals for both internal program development and for special projects throughout the region.
- Guide communities through strategic plan preparation, including existing industry Business Retention and Expansion plans, neighborhood revitalization plans, and other planning processes as identified.
- Attends night and weekend meetings within the region and state as necessary to promote economic program and work with stakeholders.
- Leads two full-time staff members.

The omission of the specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

REQUIRED SKILLS AND KNOWLEDGE

- Strong oral and written communication skills are essential. The ideal candidate is a confident public speaker, a skilled conversationalist, and a strong writer.
- Strong knowledge of and experience in the modern ED profession, including ED finance, downtown development, redevelopment, business recruitment, state and federal programs, infrastructure, business incubators/accelerators, etc.
- The ability to interpret, organize and communicate demographic and market data to support ED
- Ability to manage multiple priorities and projects. The ED Director has many direct work assignments in addition to leadership and management responsibilities.
- Professional experience in managing project and program budgets.
- Competence working with Microsoft Office programs such as Word, Excel, PowerPoint, and Outlook (e-mail) in order to perform daily responsibilities.
- Competence with Geographic Information Systems (GIS) is a plus.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Master's Degree plus three years of ED experience, or Bachelor Degree plus five years of ED experience. Preferred educational background includes Public Administration, City and Regional Planning, Business Administration, Statistics, GIS, Economics, and/or other related fields.

APPLICATION SUBMISSION

The application period will close on July 29th. Qualified candidates should submit via mail or email a cover letter, resume and a list of three professional references to:

SC Appalachian Council of Governments
Attn: Chip Bentley
P.O. Box 6668
Greenville, SC 29606
Bentley@scacog.org

SALARY RANGE AND BENEFITS

Salary Range - \$55,446 - \$83,767

The Appalachian Council of Governments is a member of the South Carolina State Employee Health Insurance and Retirement Programs.

The SC Appalachian Council of Governments is an equal opportunity employer.