

POSITION DESCRIPTION

Executive Director (Exempt/Full-Time 40 hours per week)

Calhoun County Economic Development Corporation (CCEDC)

Position Summary

The Executive Director serves as the chief executive and strategic leader of CCEDC, responsible for advancing economic development, business growth, housing, tourism, and community development initiatives throughout Calhoun County. This role leads implementation of the strategic plan, oversees development of the Calhoun County Business Park, and serves as the primary liaison to stakeholders at the local, regional, state, and federal levels.

Professional Responsibilities

Strategic Leadership & Coordination

- Coordinate economic development efforts among county, regional, and state partners.
 - Lead the development, implementation, and ongoing evaluation of CCEDC's strategic plan.
 - Meet regularly with sponsoring groups and communities to report progress on strategic goals.
 - Develop and maintain relationships with federal, state, and local resource organizations.
 - Establish and implement economic development programs aligned with community needs.
-

Business Development & Industry Relations

- Lead business retention, expansion, and attraction efforts across Calhoun County.
- Maintain regular contact with existing businesses, including formal annual visits with major employers.

- Identify business needs and expansion opportunities and coordinate appropriate support.
 - Respond to and manage inquiries from prospective businesses and developers.
 - Coordinate targeted industry analysis and recruitment strategies.
 - Travel as necessary to meet with prospects and partners.
-

Calhoun County Business Park Development (Priority Responsibility)

- Lead the development, marketing, and recruitment efforts for the Calhoun County Business Park.
 - Coordinate site readiness, infrastructure planning, and development strategy.
 - Collaborate with public and private partners to advance development opportunities.
 - Maintain and promote site data, marketing materials, and development assets.
-

Community Development & Housing

- Coordinate housing development initiatives and assist communities with housing needs assessments.
 - Guide communities in identifying and preparing sites for development, including infrastructure planning.
 - Identify and engage community leaders and investors to support development projects.
-

Workforce, Leadership & Tourism

- Support development of leadership programs and community capacity-building initiatives.
 - Establish and support work groups for economic development projects.
 - Coordinate county-wide tourism efforts and promotional initiatives.
 - Oversee or delegate the Historic Preservation Commission projects/activities.
-

Administrative Responsibilities

- Develop and administer the CCEDC budget in coordination with the Board and Executive Committee.
- Establish short- and long-term goals and present them for Board approval.
- Supervise staff and contractors, including hiring and performance management.
- Oversee grant and loan application efforts (in coordination with Contract Specialist).
- Maintain relationships with targeted industries and prospects.
- Oversee development and execution of marketing plans and materials.
- Manage and promote the Revolving Loan Fund (RLF) program.
- Attend professional development opportunities and represent CCEDC externally.
- Oversee the liaison to the Calhoun County Historic Preservation Commission.
- Provide regular reports and updates to the Board of Directors.
- Perform other duties as assigned by the governing entity.
- Participate with and oversee the Contract Program Specialist in the Leadership Calhoun program, Historic Preservation Commission and grant writing opportunities.

Qualifications

- Experience in economic development, business, or public administration
- Strong leadership, communication, and relationship-building skills
- Experience in strategic planning and project management
- Grant knowledge and public funding familiarity preferred