

Reports to: President & CEO

Effective: April 1, 2015

General Summary

The Vice President of the Clinton Regional Development Corporation is responsible for implementation of the CRDC's existing industry program, including industrial expansion and retention projects, workforce development, and related activities.

Major Duties and Responsibilities

Research: Analyze and assess the needs of companies in the Clinton region, including development of customized studies and research reports necessary to support existing industry.

Existing Industry: Implement aggressive existing industry outreach, retention and expansion efforts, including a proactive existing industry assessment program, development of business assistance programs, targeted technical assistance and special events and activities.

Workforce: In partnership with other organizations, design and implement workforce programs to improve workforce readiness, availability, and quality as required by companies in the region. Also, partner with other organizations to increase quality of life for the workforce and increase the region's population.

Investor/Public Relations: Aggressively promote public awareness of companies in the region, and lead the CRDC's efforts to recognize local companies. Proactively communicate the CRDC's activities and successes through local media, speaking engagements, and other methods. Become involved in community and professional activities and organizations to enhance the visibility of the organization.

Professional Development: Maintain an awareness and working knowledge of all assistance programs provided by federal, state, regional and local economic development organizations. Regularly attend economic development professional education programs, including graduation from the Economic Development Institute.

Organizational Relationships

The Vice President is responsible to the President & CEO of the Clinton Regional Development Corporation. The Vice President shall work closely with the CRDC's Existing Industry Committee, through which the volunteer leadership monitors and advises the retention and expansion activities.

Desired Qualifications

1. Bachelor's Degree in business administration, economics, public policy, or related fields
2. Graduate of the Economic Development Institute
3. At least three years' previous experience in economic development
4. Working knowledge of business operations and finance
5. Recognized organizational skills
6. Team player attitude
7. Excellent written and verbal communication skills
8. Highly developed interpersonal skills
9. Knowledgeable about the CRDC region's business assets, opportunities, challenges, and related issues
10. Technology literate - strong knowledge of computer software, social media & other web-based applications/tools, and productivity-enhancing electronics (smartphone, tablet, etc.)