

**POSEY COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP, INC.  
EXECUTIVE DIRECTOR**

JOB DESCRIPTION

**POSITION:** Executive Director of the Posey County Economic Development Partnership, Inc., (PCEDP), a public/private corporation/partnership with responsibility for the management of the corporate activities, and under the direction of the Board and the Executive Committee, works to ensure and foster effective economic development activities within Posey County.

**REPORTS TO:** Directly reports to the PCEDP President with oversight of the PCEDP Board of Directors.

**STATUS:** Serves at the will and pleasure of the PCEDP Board of Directors. Full-time, with salary and benefits outlined within an employment contract.

**PRIMARY ESSENTIAL RESPONSIBILITIES:**

- Provides leadership in developing and administering a continuing program of policy development, public relations and community development on behalf of Posey County to promote and market economic development in the county.
- Collaborates, communicates, establishes and enhances strong relationships with legislative bodies; industries; business groups; educational institutions; other county, city and state departments and agencies; the media; and the general public.
- Coordinates Director and Volunteer activities to assure vitality, growth and development within the area.
- Develops and manages an ongoing economic development program that fosters retention and expansion of Posey County businesses.
- Develops and manages an ongoing economic development promotional program for businesses seeking relocation and/or expansion.
- Manages an efficient operation, within Board approved budget restraints, in keeping with the objectives of the Directors.

- Maintains control over expenditures to ensure the Board maintains a sound financial position. Develops the annual Economic Development Plan and budget for presentation and approval by the PCEDP Board of Directors.
- Reviews and develops reports on monthly, quarterly and annual activities; assists in development of short term and long term policies and projections, and submits recommendations to the PCEDP Board of Directors.
- Keeps the PCEDP Board of Directors and other stakeholders, informed of all phases of the PCEDP's operations.
- Actively seeks out new stakeholders and sources of funding on an ongoing basis, sufficient to insure continued funding of necessary PCEDP activities.
- Attends and participates in a variety of meetings to communicate PCEDP policies.
- Applies strong marketing, promotion, sales and closing skills.
- Maintains an active role in local, regional (including Economic Development Coalition of Southwest Indiana), state and national economic development and real estate organizations, including membership in applicable organizations.
- Performs other duties as assigned by PCEDP President or Board of Directors.