

Job Description
Executive Director
Washington County Economic Growth Partnership

"To increase job opportunities through business expansion and recruitment efforts to promote economic growth and improved quality of life for the citizens of Washington County, Indiana."

Position Summary: The purpose of this position is to oversee the day-to-day operations of the WCEGP office and perform a wide range of duties in accordance with the mission statement of the WCEGP.

Reports to: Board of Directors

Supervises: None

Essential Duties:

1. Responsible for the operation of the WCEGP, including membership applications and maintaining the membership database, updating brochures and information packets for members and prospective members, assisting local business leaders who are considering expansion, and editing and updating the WCEGP website, as necessary.
2. Find and track leads for prospective members and business opportunities from local, state, national and international sources.
3. Manage the revolving loan fund and tax abatement processes.
4. Develop and extend working relationships with the Indiana Economic Development Corporation, utility partners, elected officials and members.
5. Keep up to date on political and economic matters that could influence local, state, national and international economic opportunities and keep the business community and public apprised of these matters, as well as other activities of WCEGP.
6. Prepare for monthly WCEGP board meetings, budget research and preparation and attend monthly Chamber of Commerce meetings.
7. Oversee the financial activities of WCEGP.

Other Duties: Performs other duties from time to time at the direction of the Board of Directors, for the benefit of the Washington County Economic Growth Partnership.

Working Conditions:

Work performed is inside the office. Travel is required, both within Washington County and throughout the state. Employee must have access to a personal vehicle. Overnight stays may be necessary.

Skills/Qualifications Required:

1. Bachelor's degree or equivalent experience required.
2. Valid Indiana Motor Vehicle Operators License.
3. Proficiency in the use of Microsoft Office Suite
4. Knowledge of principles and practices of organization, planning, records management, research and general administration.
5. Experience with general bookwork/accounting principles preferred.
6. Office management experience a plus.
7. Good comprehension skills.
8. Ability to assume responsibility and exercise sound judgment.
9. Ability to work unsupervised.

Critical Traits:

1. Represents Washington County Economic Growth Partnership well in appearance, conduct, knowledge, and professionalism.
2. Conduct all WCEGP activities in a politically non-partisan manner.
3. Maintain a continuous self-improvement program and high standard of professional ethics.
4. Ability to communicate clearly and effectively, both verbally and in writing.
5. Commitment to the work of the WCEGP.

Stipulation: Each position at the WCEGP evolve according to the needs of the Partnership. While this job description is generally descriptive of the position, it is not all-inclusive.

Submit Resume to: director@wcegp.org