



JOB DESCRIPTION DIRECTOR

Summary:

As the Director for Grow Ashland, this individual will be responsible for working with community leaders on business retention, expansion, attraction and entrepreneurship activities throughout Ashland County. The Director will help Grow Ashland fulfill its mission: *To assist in the success of our existing businesses; attract viable companies to grow our communities; lead efforts to develop an attractive environment for investment throughout Ashland County. We strive to foster and maintain working relationships with local, regional, and state partners.*

The Director will assist local leaders in the development of the vision for future economic growth, as well as creating the necessary tools to engage economic development work. The position also fills the role of Director of Mohican Area Growth Foundation (MAGF). Customer service and relationship building are essential.

This individual will oversee the Assistant Director and partner with local & state elected officials, organizations, and partners; including, but not limited to: Mayors, County Commissioners, Team NEO, and other county non-profits.

Key Responsibilities:

- Oversee and review of the annual budget working with the Treasurer and the Assistant Director.
- Develop a Site Selection directory for potential businesses to evaluate, including land that is not currently for public sale or developed; aid in leading toward appropriate land options or purchases.
 - When applicable, maintain a list of available properties on the Grow Ashland website and send new building/land listing through Constant Contact to prospective interested parties.
- Assist county & local elected officials, Grow Ashland, MAGF, partners, and stakeholders with business attraction leads and projects
- Consult with, and be the conduit for, local workforce development, guide and refer small businesses to appropriate sources for business plan creation, and funding source experts to help organize efforts across the county.
- Investigate and research grant opportunities for economic and community development; complete grant applications; and maintain awarded grants; including MAGF.
- Take the lead on all events hosted by Grow Ashland and MAGF: Annual Meetings, fundraising, Mid-Year Briefing, and Manufacturer Round Tables.
- Partner with Team NEO:
 - Attend the Business Retention & Expansion visits with local companies.
 - Attend Monthly Team Neo Meetings.
 - Assist Grow Ashland, MAGF, local & county elected officials with business attraction leads and projects
 - Manage properties and RFI submission using GIS Planning's Zoom Prospector for leads and projects.

- Facilitate the MAGF strategic planning process that includes all necessary stakeholders.
- Lead the maintenance and updates of the Grow Ashland and MAGF websites, social media, Constant Contact, Economic Pulse Newsletter, and marketing plans & materials.
- Oversee the Assistant Director activities in:
 - Community Improvement Corporation (CIC) functions.
 - CRA and Enterprise Zone Agreements functions
 - All other activities
- Serve as the representative for the Erie Basin RC&D Council and as the Secretary of the Transportation Improvement District (TID) Board.
- Recruit new members and monitor membership list for both Grow Ashland and MAGF.
- A commitment to education through resources compiled by the Ohio Economic Development Association (OEDA).
- The Director is encouraged to pursue any additional activities that would be in the overall best interest of the county, Grow Ashland, MAGF, and area business community. New ideas and direction are welcome.
- Active and visible with county involvement and activities that support relationships with its economic development.
- Any other activities and/or duties as directed by the Grow Ashland and MAGF Board that may not be listed.

Qualifications:

- Bachelor's degree, preferably in a business-related field (Economics, Finance, Marketing, Management, etc.) OR equivalent of business or economic development experience.
- Strong oral communication, presentation, and business writing skills.
- Exceptional listening skills with ability to navigate public and private spheres of influence.

Note:

- There will be no relocation assistance available for this position.
- Annual Salary Range: \$55,000-\$65,000.

This is a full-time, salaried position that reports to the Board of Directors. Benefits include paid time off, cell phone allowance and mileage reimbursement – per the employee handbook. Employee must sign confidentiality agreement.