

Executive Director

The Economic Development Corporation of Jefferson County is seeking a qualified and interested individual to fill the position of Executive Director. The Executive Director is the chief executive officer for the EDC, a private, not-for-profit corporation.

The Executive Director has primary responsibility for the accomplishments and fiscal integrity of the entire organization. The Executive Director is expected to work with the Boards of Directors to determine the focus and direction of the EDC and the Industrial Development Authority (IDA). The Executive Director is responsible for developing the EDC's capabilities, acting as its spokesperson and representing it before others. The Executive Director is expected to work with representatives from Municipal, County, State, and Federal governments in coordinating the activities of the Corporation, and in negotiating financial support. The Executive Director, with the advice and approval of the Board of Directors, shall be responsible for the formulation and execution of an effective program to stimulate the economy of Jefferson County and its member Municipalities through goals and objectives established by the corporation members.

The position is full time with benefits and salary is negotiable dependent upon the experience and capabilities of the applicant. Minimum qualifications include a Bachelor's degree in public administration, business administration or related field (with a Master's degree preferred). A year of proven economic development experience or public administration will substitute for one year of college on a year for year basis. A minimum of five (5) years of proven economic development experience. Experience with governmental funding and commercial lending programs such as U.S. Small Business Administration 504 and 7(a) programs, revolving loan programs, Chapter 100 Bond programs, Neighborhood Improvement Districts, Community Improvement Districts, Transportation Development Districts, Tax Increment Financing, Taxable and Non-taxable Revenue Bonds. Experience with development proposal preparation and incentive programs at the federal, state and local levels. Experience with administering government funded programs such as those through the Economic Development Administration (EDA) and the Community Development Block Grant (CDBG) Program. Three year's direct experience writing and researching grant proposals for local government entities and three year's direct experience working with local governments and non-profit organizations.

To apply submit cover letter, resume including references and salary requirements to The Economic Development Corporation of Jefferson County, Attention Search Committee 5217 Hwy B, P.O. Box 623, Hillsboro, MO 63050. The application process will remain open until the position is filled.