

ORGANIZATION: Coastal Gateway Regional Economic Development Alliance

AREA: Southern Alabama

POSITION: Executive Director of Economic Development

SALARY RANGE: \$72,000 - \$96,000 (commensurate with experience)

Executive Summary

The ideal candidate we seek for the position of Executive Director of Economic Development for Coastal Gateway has a minimum of 10 years economic development experience, 5 years on-the-ground experience in business retention and expansion, and 5 years of business attraction experience with documented track records of continuous success. The ideal candidate has a minimum of 10 years proven success in directing operations of an economic development organization or a chamber of commerce. The position requires a high level of financial competence, fiscal conservatism, and requires that the new Executive Director has a proven hands-on track record of successfully running the operations side of an economic development business including proven success with investor relations and conducting budget development, review, and oversight.

Characteristics

- Goal driven and committed to consistent results, able to demonstrate prior success of goals set and exceeded.
- Open to new ways of doing things and respectful of others opinions.
- Exceptional investor relations track record; highly respected among investors.
- Outstanding communicator producing independently producing exceptional communication pieces.
- Entrepreneurial and innovative spirit always seeking new approaches.
- Adaptable, flexible, and willing to implement the ideas of others.
- Fiscally conservative internally and externally.
- Grant development and proposal writing experience.

Cultural Environment

The Coastal Gateway Region is rural and requires an Executive Director with the ability to adapt their personality to fit within local cultural norms. The position requires that all stakeholders, investors, and constituent groups feel connected to the Coastal Gateway leadership, staff, and the mission of the organization. The new Executive Director will be able to prove a track record of exceptional investor relations across a multi-year period that transcends local and national economic conditions. The new Executive Director will be able to demonstrate a history of being humble yet proactive in their approach, open and flexible, willing to readily apply the ideas of others, and will be able to demonstrate a proven track record of success in highly effective constituent communication and consensus building. The position requires that conflict and controversy be kept to an absolute minimum, and that both elected officials and the private sector leadership across the region views Coastal Gateway as a partner in their attainment of public and business success.

Strategic Program

The job requires the development and implementation of an existing industry strategic plan incorporating portfolio management techniques, performance scorecards, program benchmarks, and monthly progress-to-plan processes. In addition the new Executive Director must have a history of results driven and successful business attraction programs. The plan will be designed to gather tactical information from the private sector, and used to build a database of supply chains across the region that will ultimately used to identify gaps to drive targeted industries and specific business recruitment. The new Executive Director of Economic Development for Coastal Gateway will have a proven working knowledge of creating an effective portfolio management program and will be a strategic goal setter with a documented track record of delivering tangible results that exceed goals and expectations of stakeholders and investors. This requires proper setting of expectations across investor and stakeholder groups within the first 90 days in the position. The new Executive Director will be required to develop all agendas, all back-up support materials and information for Board meetings, reporting to the Board of Directors who are also the region's largest investors.

Staff and Investors

The position requires that the new Executive Director of Economic Development is a team player and a team builder, able to garnish professional respect from the broadest possible stakeholder base and able to motivate the existing Coastal Gateway staff by building a sense of partnership and cohesiveness. The

position requires that staff is incorporated into the strategic plan and their skills utilized to the fullest potential to achieve goals set forth. Each staff member must be recognized and integrated into the organizational strategy as an integral part of the team, assigned roles that enhance the success of the strategic goals and broaden the scope of opportunities. The new Executive Director will build partnerships with local economic developers, chambers of commerce, and industrial boards in a way that missions and roles are clearly defined and all organizations are working in tandem towards the same set of local and regional goals.

Requirements

- Minimum of a Bachelor's degree from an accredited university in the field of Economic Development, Business Administration, Marketing Management, Economics, or related field. Candidates with a Masters degree preferred.
- Minimum 10 years economic development experience or combination of economic development experience and private sector experience consulting for or working with Global 500 companies.
- Minimum 5 years of success directly running a continuous on-the-ground business retention and expansion program.
- Minimum of 5 years of success in conducting aggressive proactive marketing initiatives and delivering consistent business attraction success.
- Minimum of 5 years demonstrated success in hands-on management of the operations and financial details of an economic development organization.
- Must relocate immediate family to live full time within the Coastal Gateway region within 120 days of the first day of hire.

*To submit a resume e-mail: careers@cgeda.net
Deadline for submission is October 9th, 2010.*