
Job Description: Director of Economic Development Jefferson Davis Parish Economic Development Commission

Reports To: Jefferson Davis Parish Economic Development Commission Board

FLSA Status: Exempt

Salary Range: Commensurate with experience and qualifications

Position Overview

The Director of Economic Development for the Jefferson Davis Parish Economic Development Commission is responsible for leading the development and implementation of comprehensive strategies aimed at promoting economic growth and sustainability within Jefferson Davis Parish. This position entails managing all economic development initiatives, fostering business relations, and implementing policies that enhance the local economy.

Key Responsibilities

1. Economic Development Strategy and Implementation:
 - Develop and execute strategic plans to attract new businesses and support the expansion of existing businesses within the Parish.
 - Work closely with local, state, and federal agencies to leverage opportunities for economic development.
 - Identify and pursue funding opportunities to support economic development projects.
2. Business Engagement and Support:
 - Serve as the primary point of contact for businesses considering relocation to or expansion within the Parish.
 - Organize and participate in meetings, workshops, and seminars designed to promote the Parish as a business-friendly environment.
 - Provide expert advice and support to businesses on economic development incentives and resources available within Parish.
3. Project Management and Oversight:
 - Oversee the planning, development, and management of economic development projects.
 - Ensure projects are completed on time, within budget, and to the satisfaction of all stakeholders.
 - Evaluate the effectiveness of development projects and initiatives, adjusting as necessary to align with the Parish's economic goals.
4. Collaboration and Partnership Building:
 - Build and maintain relationships with local government bodies, business leaders, and community organizations to support economic development efforts.
 - Represent the Commission at regional and national forums on economic development to enhance the visibility and attractiveness of Jefferson Davis Parish.

- Work collaboratively with all communities and local governments across Jefferson Davis Parish, including the Police Jury, the City of Jennings, the Town of Welsh, and the Town of Lake Arthur, to ensure economic development efforts are aligned with local policies and initiatives.
5. Reporting and Compliance:
- Prepare and present regular reports to the Commission and other stakeholders on the status and outcomes of economic development activities.
 - Ensure all economic development activities comply with local, state, and federal laws and regulations.
 - Manage the Commission's budget and financial resources effectively, ensuring transparency and accountability in the use of funds.

Minimum Qualifications:

- High School Diploma.
- Management skills with experience in team leadership and motivation.
- Ability to understand financial statements.
- Communication skills and an outgoing personality.
- Residency in or near Jefferson Davis Parish.
- A passion for economic growth and development of Jefferson Davis Parish.

Desired Qualifications:

- Bachelor's Degree in Public Administration, Business Administration, Political Science, or a related field.
- Master's Degree in a related field.
- Relevant certifications in Economic Development.
- Three (3) years in a progressive supervisory and/or administrative role.
- Experience in economic development with a record of successful initiatives.
- Comprehensive knowledge of economic development principles, business finance, public policy, and strategic planning.
- Strong leadership and networking skills, able to effectively engage with diverse stakeholders.
- Advanced communication, negotiation, and presentation skills.

Working Conditions

- Office-based with frequent local travel required for site visits, meetings, and community engagement.
- Occasional out-of-town travel for conferences and professional development.
- Must be available for evening and weekend meetings as needed.

Personnel Management:

- **Team Leadership and Supervision:**
 - Directly oversee the activities and performance of key personnel, including the Office Manager and Retail Specialist.
 - Conduct regular performance reviews, provide ongoing feedback, and support professional development opportunities for team members.
 - Foster a collaborative and productive work environment that encourages innovation and continuous improvement.
- **Staff Development and Training:**
 - Identify training needs and organize training sessions to enhance the skills and knowledge of the economic development team.
 - Encourage staff participation in external training and workshops relevant to their roles and the goals of the Economic Development Commission.
- **Recruitment and Hiring:**
 - Lead the recruitment and selection process for new team members, ensuring candidates align with the strategic needs and cultural values of the Commission.
 - Develop and refine job descriptions and roles as necessary to meet the evolving demands of the economic development landscape.

Jefferson Davis Parish Economic Development Commission is an Equal Opportunity Employer.