



Date: 11/2018
Position Title: Economic Development Director
Division: Business Services
Level: Level 3-Senior Staff
FLSA Status: Exempt
Reports to:

Position Summary:

The Economic Development Director will serve in a leadership role to plan, promote, develop and implement a strategic plan for the Katahdin region that expands and retains business and industry to ensure the region's economic vitality. The Director serves as the primary link between businesses, industry, community groups and agencies, developers and funders and works closely with entities involved in education, workforce development, tourism, transportation community development and state, federal and local development efforts to promote economic development projects that retain and/or creates new jobs in the Katahdin region. This individual will work as an employee of Eastern Maine Development Corporation (EMDC), and will receive work assignments and direction from the Katahdin Region Development Board (KRDB) in conjunction with EMDC.

Essential Functions:

- Works with EMDC and KRDB to identify areas of economic need and opportunity within the region and develops innovative strategies to address those needs.
- Serves as a central point of contact for businesses, developers, and economic development partners to promote economic development efforts and projects.
- Provides technical assistance and support to businesses and communities including business site selection opportunities, government contracting, grants development, training/education, and access to other public and private resources.
- Assists KRDB, EMDC, and regional leadership in outreach and branding, marketing, and coordination/facilitation of regional meetings.
- Searches for funding opportunities to support projects identified in the Katahdin region including federal, state, and private foundations and well as sponsorship/giving planning.
- Analyzes opportunities for promoting private investment that secures job growth and increased tax base throughout the region.
- Prepares proposals for prospective or expanding businesses and facilitates or conducts negotiations with developers, businesses and others.
- Makes public presentations promoting the Katahdin region's businesses, communities and public-private resources and partnerships.
- Works closely with the Chambers of Commerce to promote business expansion and location within the region.
- Participates in regional meetings including interaction with other sub-regions of the Eastern Maine area as well as other regions of the State of Maine to promote the Katahdin region.
- Maintains an awareness of best practices in economic development programs.
- Prepares detailed progress reports of activities, trends, and recommendations for future sustainable economic development opportunities for presentation to the KRDB and/or EMDC as needed.
- Other duties as assigned by KRDB and/or EMDC.

Basic Qualifications:

- 5-7 minimum years of experience with establishing, maintaining, and managing diverse stakeholder relationships.
- Knowledge of public-private partnership strategies, guidance, legislation, and best practices in economic development.
- Ability to work independently and as part of a team to develop and implement regional, community, and partnership strategies.
- MS or MPA degree in business or public administration or related field preferred but not required.

Position Competencies:

Communication – Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.

Decision Making/Judgment – Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, and communicates decisions to others.

Initiative – Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development.

Job Knowledge – Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.

Listening Skills – Listens attentively to others, asks clarifying questions, actively listens, stays open to other viewpoints, manages distractions and interruptions.

Problem Solving/Analysis – Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, understands the difference between critical details and unimportant facts.

Results Focus – Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets team standards and responsibilities, provides leadership/motivation.

Working Conditions:

General business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, though exempt positions will typically require work to be performed outside general business hours. Work is generally performed in an indoor, professional office environment.

While performing the duties of this job, the employee is regularly required to sit and talk or listen, and regularly required to use a keyboard for typing. The employee is often required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee must travel to different locations and must be able to provide own transportation.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer: *Nothing in this job description restricts KRDB/EMDC's right to assign or reassign duties and responsibilities to this job at any time.*