

POSITION TITLE: VICE PRESIDENT/CHIEF OPERATING OFFICER

REPORTS TO: President/CEO

FSLA STATUS: Exempt

SUGGESTED COMPENSATION: \$75,000 (or commensurate with experience and education)

POSITION SUMMARY:

Lead the internal operations of the Economic Development Partnership under the direction of the President/CEO. Serve as deputy to the President/CEO.

ESSENTIAL FUNCTIONS:

- Lead and direct day-to-day internal operational activities including human resource, information technology, facilities, procurement, planning, risk management, financial, and operational management to achieve the strategic vision of the Partnership.
- Lead and direct development of the Partnership's private investors, including identification of prospects, coordination of prospect strategies and presentations, and follow-up for prospect commitment.
- Support and assist the President/CEO to develop new business recruitment and existing business expansion in industrial/commercial sectors, including client interaction/assistance, site selection consultant relationships, project management, data research/compilation, and business travel as required.
- Coordinate execution of the Partnership's Memorandum of Agreement, organizational objectives, and work plans in accordance with the Board's vision, mission, and strategic long-range plan.
- Nurture relationships and mobilization of Partner boards/government bodies, Chairman's Circle investors, and community constituents through consistent, year-round contact and communication.
- Facilitate communication, collaboration, and coordination with staff of Partner organizations and governments.
- Act as public liaison/spokesperson for the Partnership's Board of Directors and President/CEO to key community constituents, the public, and traditional/social media as needed, including strategic oversight of local, regional, state, and federal government relations.
- Foster the Partnership's regional collaboration with adjacent county economic development organizations, local government bodies, and the Kentucky Crossroads Regional Economic Development Coalition, including possible support services as requested.
- Lead and direct the Partnership's engagement in workforce development initiatives in coordination with associated community organizations, such as educational institutions, human resources professionals, and business employers.

OTHER RESPONSIBILITIES:

- Assist with daily operations and other duties as assigned.
- Provide excellent customer service as a component of all job duties.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- Requires a bachelor's degree or equivalent experience in business/management, public relations, and/or public administration, and a minimum of 5-7 years of economic development experience.
- Demonstrate excellent oral, written and technical communication skills.
- Proficiency in Microsoft Word, Excel, Access, Outlook, and QuickBooks applications.
- Must have a valid KY driver's license with access to a motor vehicle during working hours.
- Demonstrate strong commitment to communities and region in which the Partnership serves.

CREATED: June 2017