

Job Title: Executive Director

Organization: Hendricks County Economic Development Partnership

Location: Hendricks County Indiana, Danville and surrounding communities

Reports To: Board of Directors

FLSA Status: Exempt

Salary Range: Negotiable

Application Deadline: March 13, 2026

Position Summary

The Executive Director (ED) serves as the chief executive officer of the organization and is responsible for providing strategic, operational, and financial leadership to advance the region's economic development goals. The ED works collaboratively with the Board of Directors, public and private stakeholders, elected officials, investors, and community partners to attract, retain, and expand businesses; support workforce and talent initiatives; and strengthen the overall economic vitality of the region.

This position requires a visionary, results-driven leader with strong relationship-building skills, sound business acumen, and a deep understanding of economic development strategies.

Key Responsibilities

Strategic Leadership & Vision

- Develop, implement, and regularly update a comprehensive economic development strategy aligned with the organization's mission and regional priorities.
- Serve as the primary spokesperson and advocate for the organization and the community's economic interests.
- Identify emerging economic trends, industry opportunities, and risks impacting the local and regional economy.
- Provide regular reports and strategic recommendations to the Board of Directors.

Business Attraction, Retention & Expansion

- Lead efforts to attract new businesses and industries through targeted recruitment, site selection support, and incentive coordination.

- Oversee business retention and expansion (BRE) programs to support existing employers.
- Serve as a trusted advisor to business leaders regarding growth, workforce, infrastructure, and regulatory matters.
- Coordinate with local, regional, state, and federal partners on economic development initiatives.

Stakeholder & Government Relations

- Build and maintain strong relationships with elected officials, government agencies, investors, utilities, educational institutions, and community organizations.
- Collaborate with local governments on policy development, infrastructure planning, and economic development incentives.
- Represent the organization at local, regional, state, and national meetings and conferences.

Organizational & Financial Management

- Provide leadership and oversight of staff, consultants, and contractors.
- Foster a high-performing, mission-driven organizational culture.
- Develop and manage the organization's annual budget, ensuring fiscal responsibility and transparency.
- Secure funding through public appropriations, private investment, grants, sponsorships, and fundraising activities.
- Ensure compliance with all applicable laws, regulations, and reporting requirements.

Marketing, Communications & Branding

- Oversee marketing, branding, and communications strategies to promote the region as a competitive business location.
- Support the development of promotional materials, digital content, and data-driven marketing tools.
- Engage media outlets and external audiences to enhance the organization's visibility and credibility.

Board Relations & Governance

- Partner closely with the Board of Directors to support effective governance.
 - Support board recruitment, orientation, engagement, and development.
 - Ensure clear communication, accountability, and alignment between staff and the Board.
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Qualifications

Required

- Bachelor's degree in economic development, business administration, public administration, urban planning, finance, or a related field.
- Minimum of **5–10 years of progressively responsible leadership experience**, preferably in economic development, nonprofit management, government, or a related field.
- Demonstrated success in strategic planning, partnership development, and organizational leadership.
- Strong financial management and budgeting experience.
- Excellent written, verbal, and public presentation skills.

Preferred

- Master's degree in a related field.
 - Professional certification such as **CEcD (Certified Economic Developer)** or equivalent.
 - Experience working with boards of directors and public–private partnerships.
 - Knowledge of workforce development, real estate development, incentives, and site selection processes.
 - Familiarity with state and federal economic development programs.
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Key Competencies

- Strategic and visionary leadership
 - Relationship building and diplomacy
 - Political and business acumen
 - Results-oriented decision-making
 - Financial and analytical skills
 - Communication and advocacy
 - Team leadership and talent development
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Working Conditions & Expectations

- Occasional evening and weekend meetings.
- Regional and occasional out-of-state travel.
- Ability to work effectively with diverse stakeholders and in a public-facing role.