Huntington County United Economic Development
8 West Market Street, Huntington, IN 46750

Job Description: Executive Director of Economic Development

The Huntington County United Economic Development Corporation is a non-profit agency as recognized by the Government of the State of Indiana and the United States Government per section 501 (c) (3) of the Internal Revenue Code. The agency is NOT a governmental unit. The agency is not a political or social organization. The agency operates independently as a non-profit, non-partisan, charitable organization to deliver economic development services on behalf of Huntington County.

The Director of Economic Development is responsible for planning and executing diverse programs and initiatives for the local economy. This position requires strong leadership and communication skills as well as excellent organizational abilities.

The main responsibility of the Director of Economic Development is to lead the development and implementation of initiatives that strengthen the local economy of a community. This includes initiatives such as improving industry, small business development, housing, healthcare, education, and workforce development.

Additionally, the Director of Economic Development must collaborate with multiple stakeholders such as government agencies, non-profit organizations, and community members to ensure collaboration and support. This role also requires the management of budgets, resources, and staff while ensuring that all programs adhere to legal and ethical standards.

Overall, being the Director of Economic Development requires passion and dedication towards creating a vibrant local economy where all residents can work toward individual success. If you enjoy collaborating with people, have effective communication skills, and have experience in the Public Sector or industry, this may be the job for you.

Job Duties and Responsibilities

- Develop and implement strategies to enhance local economic growth and sustainability.
- Foster partnerships with stakeholders, including community leaders, businesses, elected officials, and local organizations.
- Identify opportunities and secure resources to support economic development initiatives.

- Collaborate with local employers and elected officials to create programs that address workforce needs and concerns.
- Ensure compliance with local regulations and laws related to development and planning.
- Engage with employers and employees to ensure their concerns and ideas are incorporated into community plans.
- Analyze data and trends to inform decision-making and identify areas for improvement.
- Build relationships with neighboring communities to promote regional cooperation and collaboration.
- Maintain up-to-date knowledge of developments in the field of economic development and planning.
- Provide consulting services related to business development within the industrial sector throughout Huntington County, which include incentive programs and regulatory and permitting processes.
- Prepare and market industrial, commercial, and retail assets of Huntington County.
- Manage and administer fee-for-service vendor contracts /relationships with various municipal units of government wishing to secure the services of our Agency.
- Collaborate with the Chamber of Commerce and the Learning Center to support local efforts towards workforce development.
- Participate in and promote the activities of the Northeast Indiana Regional Partnership.

Preferred Qualifications:

Four-year degree plus three years' experience in economic development, private business, or public sector.