

**Colquitt/Miller Chamber of Commerce  
Economic Development Director  
Job Description & Duties**

As Economic Development Director of the Colquitt/Miller Chamber of Commerce (CMCOC), performs highly professional management and administrative work in planning, organizing, coordinating, and directing the economic development programs with short and long term work plans of the Strategic Economic Development Plan, including active efforts to attract, expand, enhance and retain business, housing and commerce of the City of Colquitt and Miller County.

Under the direction of the Board of Directors, the Economic Development Director is expected to exercise a high degree of independence, initiative, ethics, and professional expertise in the operation of the economic development programs. The Economic Development Director is responsible for coordinating the economic development activities with federal, state, and local government and the Board of Directors. Responsibilities include retaining, expanding and attracting business and investment to the area.

#### Position

The Economic Development Director:

- Is responsible for implementing all policies adopted by the Board of Directors and shall manage and direct the operation of the Chamber and its employees;
- Presides at all meetings of the members, executes any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Board;
- Performs highly professional management and administrative work in planning, organizing, coordinating, and directing the economic development programs, including active efforts to attract and expand business and commerce;
- Proposes and develops policies to stimulate expansion of existing businesses and existing investments in the area by making regular contact with them by phone, email and/or face to face visits;
- In conjunction with the Board, prepares, implements, and administers short term and long-range, strategic economic development planning;
- Is responsible for the necessary research, marketing and site facilitating programs to enhance economic development and job growth within the area with an awareness and concern for mitigation of negative impacts of development on the natural environment;
- Prepares, presents and administers the budget in accordance with program goals and objectives;
- Provides day-to-day management oversight of staff and delegates appropriate authority;
- Assumes accountability for actions of staff by setting clear goals and expectations
- Ensure the annual and monthly Chamber events are flawlessly planned and executed
- Meets with outside agencies and the public including developers, members of the business community, and citizens' groups to explain and promote the Chamber's services, programs, policies, procedures, goals, and objectives related to economic development;
- Interacts with state and local government officials, Chamber of Commerce representatives, private-sector companies, economic development professionals, and any others to effect changes in local/state policies, to encourage commercial expansion as well as new development;
- Serves as liaison to the City Council, County Commissioners', hospital authority, school system, and all other appropriate entities regarding economic development issues, attending meetings when appropriate;
- Coordinates efforts with the City of Colquitt and Miller County on short-and long-range planning goals for economic development programs;
- Assists new and existing business with guidance through the development process including financing advice regarding federal, state, and local grant and assistance programs;
- Researches, prepares and submits grants to support the community in economic development;

- Works with the Board and appropriate stakeholders to recruit new members, strengthen the organization and seek new investor opportunities for the Chamber;
- Presents a positive and professional image of the CMCOG and the area; Maintains contact with news media as needed;
- Maintains professional relationships and is active in local, regional, state, and national economic development networks;
- Actively recruits new business and forms effective professional relationships with developers to enhance the economic environment;
- Performs other duties as assigned/directed by the Board of Directors.

Management Skills/Abilities. The shall possess the knowledge, skills and abilities to:

- Develop, implement and track economic development programs and techniques in an effective manner;
- Be a team player and work cooperatively and effectively with a diverse group of stakeholders to include the Board of Directors, City Council, Miller County Commissioners' and their staff, hospital authority, school system, key stake holders and the public;
- Effectively relate to and communicate with the various public and private organizations associated with community economic development and community betterment;
- Utilize knowledge and experience in business trade, taxation and financial inducements; governmental affairs and public relations to facilitate economic development activities and growth;
- Maintain accurate and up-to-date demographic and psychographic information on Colquitt and Miller County to be made available both on the website and to potential economic development prospects;
- Implement systems allowing developers, brokers or potential prospects to easily identify land, buildings, and commercial lease availabilities in the area;
- Maintain an up-to-date website with all pertinent information for potential investors, developers, brokers or potential prospects;
- Identify and develop resources to address issues raised by potential prospects;
- Provide reports and represent the community on economic development matters at City Council and Commissioners' meetings and workshops as needed or as directed by the Board of Directors;
- Negotiate informal agreements with corporate officials, owners, architects, contractors, developers and others;
- Serve as liaison between staff of various governmental entities to coordinate interactions, ensure equity, avoid delays and facilitate development;
- Be knowledgeable in and ensure compliance with all laws, rules and regulations governing Colquitt/Miller County and its operation;
- Utilize current technology to include websites, blogs and social media to enhance the image, communication efforts and overall effectiveness of the Chamber and its efforts.

### **Experience, Training and Personal Attributes**

- Is self-motivated and a results-oriented individual able to work with the Board of Directors and a diverse group of key stakeholders;
- Possesses excellent verbal and written communication skills to be used with the staff, Board of Directors, citizens and media, as well as good listening skills;
- Is able to anticipate potential issues, identify alternative courses of action, and prepare proactive recommendations;
- Maintains professional affiliations to enhance professional growth and remain current with the latest trends, techniques and technologies for economic development;
- Has five (5) years professional management experience in economic development, education or non-profit, with a minimum of two (2) years of managing direct reports;
- Has an equivalent to a Bachelor's degree in Economic Development, Business, Public Relations, or a related field from an accredited college or university. Master's degree in related field preferred.

- Certification as a Certified Economic Developer (CED/CEcD) preferred, but must be completed within 12 months of hire;
- Possesses an appropriate, valid Georgia driver's license. This is an exempt position that will require the need to work beyond what is considered a standard work day/week. This position will also require after hours work to successfully implement programs, meet prospects and conduct Chamber business and will sometimes require travel both in and out of the boundaries of Colquitt/Miller County;
- Resides in or is willing to relocate to Miller County.
- Hiring Range is \$55,000-\$65,000, with no benefits

**NON-DISCRIMINATION POLICY:**

Colquitt Miller Chamber of Commerce is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, religion, color, political affiliation, disability, national origin, gender, sexual orientation, or age.