

JOB DESCRIPTION
Executive Director
Joint Industrial Development Authority
of Wythe County, Town of Wytheville, and Town of Rural Retreat

Salary Range: \$100,000–\$120,000

Reports To: Joint Industrial Development Authority Board of Directors

Employment Status: Full-Time, Exempt

POSITION SUMMARY

The Executive Director provides strategic leadership for economic development within Wythe County and the Towns of Wytheville and Rural Retreat. The Executive Director leads business recruitment, retention and expansion, industrial and commercial site development, marketing, and community partnerships while serving as the primary advisor and representative of the Joint IDA Board of Directors.

ESSENTIAL RESPONSIBILITIES

Economic Development & Business Development

- Develop and implement strategies that promote investment, job creation, business growth, and expansion of the local tax base.
- Research target industries and proactively recruit new businesses and industries that align with the community's workforce, infrastructure, sites, and economic development goals.
- Lead business retention and expansion (BRE) efforts by maintaining relationships with existing businesses and assisting with expansion, workforce, infrastructure, financing, and other economic development needs.
- Respond to business prospects and coordinate project information, proposals, prospect visits, and follow-up activities.
- Build and maintain relationships with businesses, developers, site selectors, property owners, utilities, financial institutions, and economic development partners.

Sites, Buildings & Development

- Market available industrial and commercial sites, lots, and buildings to prospective businesses, developers, site selectors, and referral agencies.
- Lead efforts to prepare, grade, improve, and otherwise enhance industrial park properties to increase their marketability and development readiness.
- Work with local governments, utilities, engineers, contractors, developers, and other partners to advance infrastructure and site development.
- Evaluate available properties and identify opportunities to expand the inventory of marketable industrial and commercial sites.
- Oversee Joint IDA-owned properties and ensure compliance with applicable agreements, covenants, restrictions, and development requirements.

Marketing & Partnerships

- Develop and maintain marketing strategies and materials that promote the Joint IDA and the communities it serves.
- Monitor economic, workforce, demographic, infrastructure, and market conditions to identify opportunities and challenges.
- Maintain effective relationships with local governments, elected officials, state and regional agencies, utilities, workforce organizations, businesses, and other stakeholders.
- Work closely with the Virginia Economic Development Partnership (VEDP) and other partners on recruitment, expansion, workforce, infrastructure, and development opportunities.

- Represent the Joint IDA at community, regional, state, and industry events.

Board & Organizational Management

- Serve as chief advisor to the Joint IDA Board and provide timely information, recommendations, reports, and strategic guidance.
- Prepare and present budgets, financial information, economic development reports, strategic plans, and other materials requested by the Board.
- Identify and pursue grants, incentives, funding opportunities, and other resources that support the Joint IDA's objectives.
- Oversee day-to-day operations, supervise assigned staff, and ensure compliance with applicable laws, regulations, policies, agreements, and Board directives.

Minimum Qualifications

- Bachelor's degree from an accredited college or university in economic development, public administration, business, or a related field.
- Three to five years of responsible experience in economic development, business development, local government, community development, or a related field.
- Demonstrated ability to build effective relationships with businesses, government officials, developers, community organizations, and other stakeholders.
- Strong written, verbal, presentation, organizational, analytical, and interpersonal skills.
- Ability to evaluate complex economic development opportunities and make sound recommendations to the Board.

Preferred Qualifications

- Experience in economic development or local government in Virginia.
- Knowledge of Virginia laws, regulations, programs, and practices affecting economic development, industrial development authorities, local government, public finance, incentives, and business development.
- Experience working with VEDP, Virginia state agencies, local governments, utilities, workforce organizations, or similar partners.
- Experience with industrial site development, business recruitment, business retention and expansion, commercial development, incentives, grants, or public-private partnerships.
- Certified Economic Developer (CEcD) designation or demonstrated progress toward certification.

WORKING CONDITIONS

The position requires regular interaction with businesses, government officials, developers, community organizations, and the public. Duties may include office work, property and construction site visits, regional and statewide travel, and occasional evening or weekend meetings and events.

GENERAL STATEMENT

The duties listed above are representative and are not intended to be all-inclusive. Additional duties may be assigned by the Joint IDA Board of Directors as appropriate to the position and the mission of the Authority.