

Forrest City / St. Francis County
Economic Industrial Developer Director

Job Description

Position

Director of Economic Development

Reports to

Forrest City Industrial Development Corporation / Commission Chairman

Job Summary

The Director of Economic Development will manage all economic development activities for Forrest City and St Francis County. You will be the point of contact for those looking to open or relocate a business.

Duties and Responsibilities

- Provide leadership in setting economic development direction and programs; manage all economic development related day-to-day functions.
- Respond and support FCIDC, Forrest City, St. Francis County, regional, state, and international requests relating to economic development.
- Market Forrest City/St. Francis County for job creating projects including business/entrepreneur development.
- Identify and manage inventory of sites and buildings in the Arkansasiteselection.com website.
- Operate & manage social media using tools to develop webpage, Facebook, etc.
- Keep business and social community informed and updated
- Provide quarterly statistics
- Operate/manage trade show/conferences which could include county/city staff, or elected officials within target sectors.
- Be the point of contact for economic development purposes.
- Respond to inquiries, requests for proposals, and requests for information.
- Develop, assist, and support implementing programs for home grown businesses.
- Support/assist new businesses locating in Forrest City/St. Francis County. Provide employee headcount attributed to new businesses.
- Development of business community data, retention rate of existing businesses, existing employee headcount.
- Provide technical assistance to existing businesses to assist with retention or expansion.
- Coordinate seminars and training to Forrest City/St. Francis County.

- Develop business, retention, and expansion for existing businesses.
- Provide technical assistance to perspective entrepreneurs. Provide requested resources.
- Manage relations with regular interactions and communications with AEDC and partner on projects.
- Work on attracting/creating startup businesses with a focus on living wages.
- Monitor/manage internal and external environments assuring FCIDC is competitive in developing, attracting, and retaining businesses.
- Develop marketing materials managing real estate, preparing sites and buildings for economic development /maintaining the AR site selection for Forrest City/St. Francis County.
- Work with existing employers to develop existing workforce; attract quality employees through quality-of-life programs.

Qualifications and Skills Required

- Excellent verbal/written communication and public speaking skills
- Ability to coordinate multiple projects under tight deadlines and deliver error free material
- Must be detail oriented, self-motivated, have strong time management skills, and can multi-task
- Excellent computer skills including Microsoft Office and Excel
- Marketing, social media, and website management skills
- Driven to exceed expectations
- Effective problem-solving and decision-making skills
- Bachelor's degree in Business Administration, Economics, Marketing, Public Relations is preferred
- Certifications in economic development such as CECD is preferred
- Economic Development Experience/Knowledge of operations is desirable

Resumes should be emailed to:

Commission Chairman Brad Devazier: brad.devazier@att.net