

## THE JOINT ECONOMIC DEVELOPMENT BOARD OF UNICOI COUNTY, INC.

<b>Position:</b>	Executive Director
<b>Reports To:</b>	President and Executive Committee of The Joint Economic Development Board of Unicoi County, Inc.
<b>Employment Status:</b>	Full Time
<b>Compensation:</b>	Based on Qualifications
<b>Preferred Requirements:</b>	Graduate from an accredited two or four year college, preferably with studies in Business, Economics, Marketing or three to five years experience in community development, business development, or industrial development
<b>Minimum Requirements:</b>	High School diploma with proven experience in marketing, community development, business development, or economic development.

### JOB DESCRIPTION:

This position is responsible for working closely with the Economic Development Board (EDB) as well as city and county government officials to market Unicoi County, enhance job growth opportunities, and facilitate small business development. This position involves building strong community relationships with city and county officials as well as other key partners to drive economic growth and market Unicoi County, which include the Northeast Tennessee Regional Economic Partnership; First Tennessee Development District; Northeast Tennessee Valley Regional Industrial Development Association; Unicoi County Chamber of Commerce; State of Tennessee Department of Economic and Community Development; State of Tennessee Department of Environment and Conservation; and the United States Forest Service.

### JOB RESPONSIBILITIES:

The position of Executive Director involves, but is not limited to

- Facilitate in the development and implementation of a strategic plan for the EDB and marketing plan for Unicoi County
- Active participation in the development and coordination of key partners' short and long-term strategic initiatives related to economic and community development and marketing
- Collection and preparation of data and research of demographics, utilities, taxes, zoning, transportation, community services, financing tools and incentives for development of strategic initiatives
- Completion of administrative, technical, and professional work in preparation and implementation of economic and community development plans, programs, and services
- Response to requests for information and requests for proposals from existing and potential industrial prospects
- Website management and maintenance
- Maintain a client database of requests for information and requests for proposals; pursues follow up conversations with clients as necessary
- Marketing of the sale or use of property under contract with the EDB

- Marketing of vacant and/or potential land possibilities for development
- Familiarization with existing inventory of available buildings, businesses, and residential sites within the county; maintain inventory by communicating with Erwin Utilities' GIS staff
- Serve as a point of contact for all prospects that could invest in Unicoi County including industrial, commercial, retail, and small business
- Prepare and distribute quarterly progress reports to the Board, cities, and county governments
- Active involvement in special events sponsored by EDB, i.e. community events
- Provide advice in the application and permitting process and serve as an advocate for economic development in line with the plan of the cities and/or county and EDB
- Work closely with the Chamber of Commerce to identify areas of concern in promotion of business or business expansion and marketing
- Maintain a liaison with various local, State and Federal Agencies coordinating projects with agencies deemed necessary and appropriate, i.e. HUD, Tennessee State Planning, US Forestry Service, etc.
- Prepare grant proposals, applications and explore grant opportunities available to our Cities/County
- Attend conferences or development workshops to keep abreast of trends and developments.
- Maintain strong working relationships with public, area businesses, clients, media, etc.

#### Executive Director: Full Time

The Joint Economic Development Board of Unicoi County, TN, located in Erwin, Tennessee seeks a full-time (40 hr/wk) Executive Director. The position will focus heavily on local community marketing and local economic growth. Requires a regular business day schedule, but hours/days can vary. Equal Opportunity Employer. Deadline: Interviews will be scheduled after November 4, 2016. The position will remain open until filled. Direct all correspondence to: Lee Brown, Chairman, [423-743-1823](tel:423-743-1823) or [lbrown@e-u.cc](mailto:lbrown@e-u.cc)