

Position Advertisement

Executive Director

Tunica County Chamber of Commerce & Economic Development Foundation

Position Description:

The Tunica Chamber/Economic Development Foundation is seeking a multi-talented, well-rounded individual to fill the position of Associate Economic Developer to assist with recruiting and retaining business and industry in Tunica County. Tunica County has experienced growth in manufacturing in recent years and is seeking an individual with experience in economic development to complement these efforts. This position would need to have a holistic approach to economic development, including workforce training and education, product development, community development, marketing and recruitment/retention of industry. The Tunica Chamber/Economic Development Foundation is a multi-task organization serving Tunica County in industrial, commercial, and retail development, education, workforce training and community development.

Duties:

- Develop, organize, and implement strategies to promote Tunica County as an ideal business and industry location with site consultants, investors, business owners, companies and organizations on a regional, national and global scale.
- Coordinate a unified economic development effort and provide a high level of customer service using a proactive approach toward problem solving.
- Participate in comprehensive planning by studying facilities, utilities, work force training and transportation resources, resulting in suggesting strategies for improvements to these components of the community.
- Coordinate and assist with site visits for potential prospects and existing industry expansions, including but not limited to, preparation of presentation packages and giving tours of the area.
- Assist in commercial and industrial site development.
- Establish and maintain cordial relationships with all economic development suppliers and partners.
- Promote the community and develop sustainable jobs matched to local employment needs and opportunities to increase the tax base in Tunica County.

Knowledge, Skills and Abilities:

- Bachelor's degree in a relevant discipline is required.
- Economic Development Certification is preferred.
- Work experience with companies in compatible disciplines will be considered in lieu of an Economic Development Certification.
- Excellent organization and administrative skills.
- Ability to maintain the confidentiality of any information.
- Average or above average vocabulary and ability to communicate in writing with proper grammar, spelling and punctuation.
- High level of proficiency with computer programs including Microsoft Word, Microsoft PowerPoint, website management, accounting programs and database programs.
- Ability to work effectively with stakeholder groups, business owners, executives, and elected officials.
- Excellent interpersonal and communication skills demonstrated through the ability to facilitate, network, lead, research, negotiate, analyze and resolve issues.
- Possess a strong sense of personal integrity and ethical practices.
- Ability to exercise independent judgement with a positive and professional attitude and a desire to serve the community.

Desired Characteristics:

Highly visible accomplished professional, Visionary/Forward Thinker, Strong civic and community Leader, Diplomatic, Excellent Interpersonal and Communication skills both verbal and written; Highly Motivated, Moral and Honorable, Politically Savvy, Possess great integrity, Creative, Approachable, Collaborator/Team Builder, Good Listener

Please submit resume and a Cover Letter to:

**Tunica County Chamber and Economic Development Foundation
P. O. Box 1888
Tunica, MS 38676**

Deadline is April 30, 2018

This position will be required to live in Tunica County. Travel within the state, regionally and internationally may be required. There is opportunity for advancement in this position. Tunica Chamber of Commerce is an equal opportunity employer.