



**Director- Manchester Development Authority
Manchester, Georgia
Job Description**

Summary: The Director plans, directs, and manages the activities of the Manchester Development Authority whose mission is to attract jobs and create capital investments in Manchester through the recruitment, expansion, and retention of industry and business. The position coordinates the authorities' activities with other outside agencies and organizations and provides highly responsible and complex administrative support to the Manchester Authority Board of Directors.

The Manchester Development Authority believes that to achieve economic development success the community must present a unified front of community, business, government, and civic leaders. The director must be a professional who can be seen as a cooperative and collaborative leader in the community and who will establish and maintain professional and effective working relationships with local, regional, and statewide leaders.

Reporting Relationship: The Director reports directly to, and serves at the will of, the Manchester Development Authority Board of Directors.

Primary Responsibilities and Duties: Responsibilities and duties may include but are not limited to the following:

- Develop, plan, and implement goals and objectives for the MDA. Recommend and administer policies and procedures.
- Develop a marketing plan to promote Manchester to industrial and business prospects.
- Mobilize the MDA around specific initiatives needed to increase and maintain a competitive business and operation environment in Manchester.
- Provide leadership and hands-on management of business recruitment and retention efforts so as to insure a healthy and growing economy in Manchester.
- Prepare, present for approval, and insure conformance for the MDA annual budget in accordance with Board directives. Monthly board reporting from a fiscal perspective is required.
- Manage the property portfolio of the MDA in accordance with the MDA plans and strategies in a cost-effective manner.
- At the direction of the board, develop a strategic plan for the MDA that makes Manchester an attractive and competitive opportunity for new industry and business.
- Utilize and manage the MDA office building to further the MDA's mission.
- Stay abreast of new trends to keenly understand the competitive environment and ensure Manchester is well-positioned, well-marketed and successfully attracting new business and industries.
- Perform other related duties and responsibilities as required.

Job Related and Essential Qualifications

Knowledge of:

- Organization and Management practices as applies to the analysis and evaluation of Economic development programs, policies, and operational needs.
- Modern and complex principles and practices of economic development program development and administration.
- Real Estate, real estate finance, marketing, public land use policy and regulation.
- Advanced principles and practices for budget preparation and administration.
- Current social, political, and economic trends and operating problems of economic development.
- Economic development programs and services.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Plan, organize, direct, and coordinate the work of the Manchester Development Authority to include a work plan with specified initiatives and a timeline for each one.
- Build liaisons, consensus and effective working relationships with ALL business, government, and civic leaders in Manchester, the region, and state.
- Communicate a compelling vision and Economic Development plan for Manchester that generates board support and endorsement.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Allocate resources in a cost-effective manner.
- Gain cooperation through discussion and persuasion.
- Conduct research and prepare clear and concise reports.
- Prepare a monthly report that quantifies and has narrative to support time spent on each initiative; number and names of contacts and results of contacts; notes from meetings focused on economic development; notes from training done on economic development; and any other information that supports the work of the MDA.
- Communicate clearly, both orally and in writing.
- Demonstrate maturity and sound judgment.

Experience and Training Guidelines: Any combination equivalent to experience and training that would obtain the required knowledge, skills, and abilities to perform above responsibilities.

Education and Experience: A Bachelor's Degree in Economics, Business, Public Administration, Advertising, or related field. Management level experience in a related field such as real estate, business, marketing, planning or economic development, chamber of commerce work-, or business-related field.

Personal Characteristics: Personable, friendly, and outgoing. Possess unquestioned integrity and ethical standards.