

Clarksville-Montgomery County Economic Development Council

JOB DESCRIPTION

Position:	President/ Chief Executive Officer
FLSA status:	Exempt*
Incumbent:	_____
Reports to:	Chairman and Board of the Economic Development Council (EDC)
Direct reports:	Vice President of Economic Development – (Executive Director Clarksville Area Chamber of Commerce) Vice President of Economic Development – (Executive Director Industrial Development Board) Vice President of Economic Development – (Executive Director of Tourism) Director of Finance and Administration Director of Communications and Marketing
Indirect reports:	All other employees

SCOPE

The Clarksville-Montgomery County Economic Development Council (EDC) is organized to develop, direct, and maintain economic development strategies to further and advance the general welfare and economic prosperity of Clarksville-Montgomery County and the surrounding area. The EDC has been jointly organized by the Industrial Development Board of the County of Montgomery (IDB), the Clarksville Area Chamber of Commerce (CC), and the Clarksville-Montgomery County Tourist Commission d/b/a Convention and Visitors Bureau (Visit Clarksville) and will have a Chief Executive Officer (CEO), with oversight, supervision, evaluation, daily direction, hiring, and termination authority over the employees of the EDC which will each work in whole or in part with the missions of each separate entity carrying out their statutory duties as required by law. The CEO is responsible for the development and execution of the Board's strategic plans, stewardship of its powers and resources, as well as the day-to-day performance of all staff regardless of functional area of member-entity affiliation. The CEO also serves as Executive Director of Aspire Clarksville Foundation, Inc. (Aspire) which is a 501(c)(3) organization whose mission is to continuously improve the economy and the livability (quality of life) of the community by attracting significant capital investment and expansion by businesses and corporations, thereby creating better opportunities and higher paying jobs for our residents which will lead to long-term prosperity for Clarksville-Montgomery County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare and implement a proactive comprehensive strategic plan to include a marketing strategy with results oriented benchmarks and an annual success reporting system largely based on the "Five Year Blueprint". (EDC is in Year 2 of 5 Year Plan.)
- Prepare and maintain the day-to-day job descriptions and tasks of the EDC employees to meet the goals of the Board. Additionally, the CEO shall review and make any change needed to the job

JOB DESCRIPTION

POSITION: Economic Development Council – Chief Executive Officer

descriptions/positions of the EDC employees at least annually for the budget process and for the inclusion in the Yearly Budget for the EDC.

- Support and promote the mission of the Clarksville Area Chamber of Commerce which focuses on and represents the interests of the business community and its membership by advancing community development, promoting the business and economic environment, and improving the welfare of the community by enhancing the quality of life in the region.
- Support and promote the mission of Visit Clarksville to positively influence tourism for the Clarksville-Montgomery County Area by promoting attractions, hosting conventions, sporting events and tour groups, and engaging in large-scale marketing efforts.
- Support and promote the mission of IDB which focuses on business and industry in the region, nation, and on an international scale. This is primarily performed with coordination and in concert with the Industrial Development Board.
- Work with the EDC Board of Directors and direct the Vice Presidents of Economic Development to ensure support and coordinated economic development activities.
- Communicate with the Montgomery County Mayor and the Mayor of the City of Clarksville on a consistent basis on the ongoing strategies and projects of the Clarksville-Montgomery County Economic Development Council.
- Develop planning strategies with the member-entities to attract new businesses through an aggressive outreach to identify customers/prospects and encourage expansion and retention of existing businesses to promote a stronger economic base.
- Build beneficial relationships with regional and state economic development organizations and government officials, including but not limited to Tennessee Department of Economic and Community Development, Tennessee Department of Tourist Development, Tennessee Department of Labor and Workforce Development, among others.
- Keep abreast of the advances, procedures, regulations, technology, and other market-related changes in all areas related to economic development.
- Oversee and elevate to the highest potential all administrative functions of the EDC including financial reporting, human resources, benefits management, office management and information technology.
- Serve as Executive Director of Aspire Clarksville Foundation, Inc. to retain current funding and to secure additional and future funding sources for the EDC and Aspire Clarksville Foundation, Inc.
- Represent the Central Business Improvement District (CBID) to promote the advancement of economic development and quality of life within the CBID.
- Maintain strict confidentiality and discretion on sensitive economic development issues.
- Notify the Board Chairman of the Economic Development Council and the three member entity Chairs of any issues within the organization that could result in the termination of an Executive Director.
- Identify under-engaged leaders that represent the diversity of our community and recruit them to invest their talents in growing the economy through a rewarding Committee and Board experience.
- Cultivate skilled, visionary, and inclusive leadership among Board members and staff.
- Expect CEO to serve in civic organizations/boards in order to understand the community and make

JOB DESCRIPTION

POSITION: Economic Development Council – Chief Executive Officer

personal and business connections to succeed in mission of EDC. Any board appointment subject to approval by EDC Executive Committee which shall not be unreasonably withheld.

- Implement and maintain the internal control system throughout the organization effectively.
- May perform other duties from time to time as directed by the EDC Board.

SKILLS REQUIRED:

- Demonstrate leadership skills which exhibit the qualities of integrity, trustworthiness, respect and team collaboration.
- Strong communicator. Professional presence and public speaking ability a must.
- Strong problem solving, decision-making skills, interpersonal communications, and presentation skills.
- Strategic thinking – discerns and conceptualizes present and future trends and communicates options regarding same to Clarksville- Montgomery County volunteer leadership
- Positive Attitude
- Personal integrity above reproach, with a passion for serving in a collaborate environment to satisfy multiple groups.
- Understanding of Local and State Government including knowledge of local government administration and budgetary methods and procedures to work effectively for the organization.
- Leads by personal involvement and example, but uses delegation wisely.
- Team builder for unity among EDC Members Entities, governmental agencies, and officials.
- Motivates others to be champions of the Clarksville-Montgomery County Economic Development Council's initiatives and key goals.

EDUCATION AND OTHER QUALIFICATIONS:

- Minimum Bachelor's degree required with MBA or advanced degree preferred.
- Experience in an economic development organization or equivalent and a combination of education and experience commensurate with a Bachelor's degree in business or public administration, marketing, or related field, or their equivalent.
- Must have known track record as a senior executive or manager for five or more years in corporate, economic development, chamber, political, community or non-profit management areas.
- Knowledge of private and public finance and the ability to analyze financial statements and assist with business plan development.

JOB DESCRIPTION

POSITION: Economic Development Council – Chief Executive Officer

- Proven leadership in program and resource development (fundraising).
- Experience in working and reporting to a Board of Directors and building consensus with diverse constituencies.

*Exempt employees are not subject to wage & hour laws and therefore not compensated for overtime hours.

COMPENSATION AND BENEFITS:

Compensation and benefits are competitive with market value and commensurate with experience.