

MADERA COUNTY ECONOMIC DEVELOPMENT COMMISSION

Job Description for:

Executive Director

The Executive Director (Director) is the chief executive officer of the Madera County Economic Development Commission (MCEDC), a joint powers agency comprised of the County of Madera, the City of Madera, and the City of Chowchilla.

The Director is charged with the overall formulation and implementation of a comprehensive program of economic development that serves the entire County of Madera; the hiring, training, and supervision of the MCEDC staff, and generating the MCEDC budget. The Director will report directly to and receive supervision from the MCEDC Executive Committee.

Outline of Duties and Responsibilities:

- Acts as the lead resource for recruiting major economic development projects to the County of Madera, City of Madera and the City of Chowchilla
- Coordinates with county and city departments to assist with development, expansion and business retention projects including deal structuring and project management
- Develops and implements a cutting edge public relations and marketing strategy
- Provides supervision and oversight of all MCEDC staff and internal operations including but not limited to monthly agenda preparation
- Prepares the MCEDC annual budget and corresponding program of work

Minimum Qualifications:

- Graduation from an accredited college or university with at least a bachelor's degree
- Five years of full-time economic/community development Business/agency or a related setting
- A proven record of successful leadership in an economic development organization or related business enterprise
- A valid driver's license and reliable transportation
- Ability to travel both by automobile and airplane

Desired Qualifications:

- Knowledge of commercial and industrial real estate
- Strong writing and public speaking skills
- Past history working with boards/commissions
- Familiar with federal/state/local government

Equal Opportunity Employer:

The Madera County Economic Development Commission does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, age, in any of its programs and activities.

Compensation: \$125,000 - \$151,938 plus benefits package.

Benefit package:

- Medical, Dental, Vision Insurance- 100% paid for Employee
- Life Insurance- \$50,000
- 401(k) 7.5% with company match of 7.5%
- 8 sick hours earned monthly
- 3 weeks' vacation per year
- 10 paid holidays per year

Email application, cover letter and resume to MCEDC at bkahn@maderacountyedc.com

More Information:

www.maderacountyedc.com

Deadline: September 13, 2024