Executive Director – Edwards County Economic Development Corporation

Position Summary:

The Executive Director of the Edwards County Economic Development Corporation (ECEDC) is responsible for leading and implementing economic development initiatives to foster business growth, workforce development, and community revitalization in Edwards County, Kansas. This role involves strategic planning, business retention and recruitment, housing development, grant funding, and collaboration with public and private sector partners to enhance the county's economic vitality.

Key Responsibilities:

1. Business Retention, Expansion, & Recruitment

- Assist existing businesses with growth, expansion, and retention efforts.
- Attract and recruit new businesses that align with the economic goals of Edwards County.
- Provide support for entrepreneurs and startups, including resources for funding, planning, and operations.
- Develop and maintain relationships with local businesses, industry leaders, and regional economic partners.

2. Community & Industrial Development

- Identify and implement strategies to improve local infrastructure, workforce development, and quality of life.
- Work with city and county officials to attract industrial and commercial development opportunities.
- Support initiatives that improve public services, transportation, and business-friendly policies.

3. Housing Development

- Address housing shortages by working with developers, local government, and financial institutions.
- Advocate for funding opportunities to increase available and affordable housing.
- Oversee housing-related projects that support workforce and community growth.

4. Grant Writing & Financial Management

- Research and apply for grants to support economic development, infrastructure, and business incentives.

- Manage grant compliance and reporting to ensure funding is utilized effectively.
- Oversee ECEDC's budget, financial planning, and funding strategies.
- Prepare annual budget for review and approval by ECEDC Board

5. Community & Stakeholder Engagement

- Serve as the primary spokesperson for economic development efforts in Edwards County.
- Develop partnerships with local government, state agencies, and private organizations.
- Being active and supportive of the Non-profits in Edwards County.
- Represent ECEDC at public meetings, conferences, and regional economic development events.
- Communicate economic development successes and opportunities through social media, press releases, and public presentations.

6. Strategic Planning

- Execute short- and long-term goals identified by the community, ECEDC board, and/or local governments.

Qualifications & Skills:

all are recommended but not required

- **Education & Experience:** Bachelor's degree in Business, Economics, Public Administration, or related field preferred. Equivalent experience in economic development, business, or government.
- **Economic Development Knowledge:** Familiarity with business incentives, grants, and workforce development.
- **Leadership & Communication:** Strong leadership, public speaking, and relationship-building skills.
- **Financial Management:** Experience with budgets, financial planning, and reporting.
- **Strategic Thinking:** Ability to identify opportunities and implement long-term economic strategies.
- **Technology & Marketing:** Proficiency in social media, marketing strategies, computer skills & data processing.

Benefits:

- Competitive salary
- Health, dental, vision insurance
- Matching retirement plan
- Paid time off

If interested in applying for this position, please email your cover letter, resume, and references to ecodevo@edwardscountyks.com. Feel free to call 620-659-2711 for more details or questions.