

**Job Title: Economic Development Director**

This is Classified/Full-Time/Exempt

**Position Summary:**

The Economic Development Director is responsible for leading and managing the county’s economic development initiatives. This role involves developing and implementing strategies to attract new businesses, retain existing businesses, and promote economic growth and development within the county. The Economic Development Director will work closely with local government officials, business leaders, community organizations, and other stakeholders to create a vibrant and sustainable economic environment.

**Essential Duties and Responsibilities:**

* Develop and implement comprehensive economic development plans and strategies that align with the county's goals and objectives.
* Identify and pursue opportunities for business attraction, retention, and expansion.
* Conduct market analysis and feasibility studies to support economic development initiatives.
* Actively recruit new businesses and industries to the county through marketing, networking, and relationship-building efforts.
* Develop and maintain strong relationships with existing businesses to understand their needs and provide support for growth and retention
* Engage with community leaders, business owners, and residents to promote economic development initiatives and gather feedback
* Represent the county at public meetings, community events, and industry conferences
* Collaborate with local, regional, and state economic development organizations to leverage resources and support
* Identify and pursue funding opportunities from federal, state, and private sources to support economic development projects
* Manage the application and reporting processes for grants and other funding sources
* Analyze and recommend policies and regulations that support economic growth and development
* advocate for policies and initiatives that enhance the county’s economic competitiveness
* Monitor and respond to legislative and regulatory issues affecting economic development
* Collect and analyze economic data, trends, and indicators to inform decision-making and strategy development
* Prepare and present regular reports on economic development activities, outcomes, and impacts
* Maintain accurate and up-to-date records of economic development projects and initiatives
* Create and distribute promotional materials, including brochures, websites, and social media content
* Coordinate media relations and public relations efforts to enhance the county's economic development profile
* Develop and manage the department's annual budget, including forecasting revenue and expenses.
* Performs other duties as required.

**Skills and Competencies:**

* Strong knowledge of economic development principles, practices, and strategies.
* Excellent leadership and team management skills.
* Outstanding communication and interpersonal abilities.
* Proficiency in budget development and financial management
* Strong analytical and problem-solving skills**.**
* Ability to develop and implement strategic plans and initiatives
* Experience with grant writing and administration
* Proficiency in relevant software applications and data analysis tools

**Working Conditions:**

* Office environment with frequent travel to meetings, conferences, and events.
* May require occasional evening or weekend work to attend meetings or respond to urgent issues.

**Qualifications**

* Bachelor’s degree in Economic Development, Urban Planning, Business Administration, Public Administration, or a related field. A Master’s degree is preferred.
* Minimum of 7 years of experience in economic development, including at least 3 years in a supervisory or managerial role.

**License Requirements:**

Valid New Mexico Driver’s License

**Acknowledgment:**

Employee’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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