

CUSHING ECONOMIC DEVELOPMENT
FOUNDATION

JOB DESCRIPTION

for

ECONOMIC DEVELOPMENT DIRECTOR

JOB TITLE: Economic Development Director

EMPLOYED BY: Cushing Economic Development Foundation, Inc. ("EDF")

REPORTS TO: Cushing "EDF" Board of Directors

GENERAL:

The Cushing Economic Development Foundation, Inc. (hereinafter, "EDF") is seeking to employ, supervise and direct an Economic Development Director (hereinafter, the "Director") to accomplish a "Program of Work" "advances the commercial, agricultural, industrial and civil interests" of the City of Cushing.

The implementation of the Program of Work will be the responsibility of the Director under the regular supervision of the Board of the EDF.

SUMMARY OF FUNCTIONS:

Administrative/Organizational

1. Develop in conjunction with the Board of EDF and the City of Cushing through the Cushing Industrial Authority, a Program of Work. The Program of Work shall be designed so that the Director's activities further the economic development of the City of Cushing and the immediate trade areas. Said Program of Work shall include and further a strategic vision for the economic development of the City and its immediate trade area.
2. Develop and monitor an annual budget that supports the activities of the Director as the Director implements the Program of Work.
3. Develop and implement systems and procedures that ensure accurate accounting of Director's activities and expenditures in implementing the Program of Work. The Director shall assist the EDF in preparing written reports to the Cushing Industrial Authority regarding the activities of the Director. These reports shall be not less than quarterly. These reports shall maintain confidentiality of the Director's activities where appropriate.

4. Assist the EDF in preparing an annual detailed financial report for audit purposes with said report being presented to the Cushing Industrial Authority on, or before, July 31st of each year.
5. Initially, the Director shall develop with the EDF a plan for an office and work setting, being especially mindful of the need for visibility and accessibility to the public and to businesses, the need for confidentiality of activities, coupled with the use of the latest modern and electronic business practices.

Anticipated Typical Duties and Tasks

1. Develop and maintain close regular contact with existing local businesses, civic entities, and private developers.
2. Develop and implement programs for prospective business opportunities and maintain a "prospect registry" for follow-up on a regular basis.
3. Represent the community on selected industrial call trips, trade shows and in other appropriate forums or economic development organizations.
4. Develop and implement marketing initiatives that target and encourage investment in new or expanded businesses and commercial activities in the Cushing trade area.
5. Play a significant leadership role whenever necessary in negotiating "deals" that require action from various groups, such as private developers, investors, lending agencies, state and local government agencies, and elected officials.
6. Develop and implement a system that ensures that information on the available buildings, industrial lands and office space in the local area is current and readily accessible for economic development prospects.
7. Create, develop and maintain a modern web presence for EDF.

THE PERSON:

Background and Qualifications

1. A degree from a college or university is strongly recommended. An advanced degree may be helpful, but is not required. A degree or equivalent significant experience in business management or marketing is desirable.
2. A background that includes experience in one or more of the following: market research, advertising, public relations, business retention, community planning, and in acquiring grants through grant research, preparation and writing is desirable.
3. The Director should have experience working with elected officials, businesses and community leaders in economic or community development projects and/or activities.

4. Completion of a program or a certificate from an accredited industrial/economic development institute is helpful, but not required.
5. The Director should understand the principles and general trends within the economic development industry and be able to effectively communicate in the language and terms of that industry when dealing with both prospects and "stakeholders."

Characteristics, Skills and Traits

1. The Director absolutely must have an unblemished history of the highest personal and professional integrity.
2. This position requires a charismatic leader committed to developing Cushing through partnerships with business and community leaders. The Director should be willing to play a highly visible role while leading the various players in the community to specific goals.
3. The Director should have excellent communication and presentation skills with the ability to create modern visual presentations. This includes the skill of listening to others, as well as personally having strong written and verbal communication skills.
4. This position requires a person with passion and enthusiasm for the economic development of Cushing, both immediately and for the future. The person must be able to communicate a vision of the future to the community.
5. The Director must have strong computer skills that include modern word processing. The ability to develop and use spreadsheets and programs like 'Excel' or similar, is helpful.
6. The Director must be energetic and self-motivated.

COMPENSATION AND STANDARD OF PERFORMANCE:

1. The Director will be evaluated initially at the end of each three months during the first year of employment. The standard of performance will be an assessment of how well the Director fulfilled the duties and tasks of the position. Special consideration will be given to the Directors initial activities in developing and implementing the Program of Work. After the first year of employment, performance will be evaluated annually.
2. Salary will be competitive and negotiable, and it will reflect initially the experience and qualifications brought to the position by the candidate.