

Job Description:

Position to be filled by:

Barnesville-Lamar County Industrial Development Authority

Location: Barnesville, Georgia

Category: Local Government Economic Developer

Position Type: Full-Time

Education Requirement: Bachelor's Degree

Experience Requirement: 3-5 years

Salary: Based on experience

Benefits: health insurance, car allowance, potential contribution to retirement program options

How to Apply: (email) to upload a cover letter and resume.  
Choosebarnesvillega@gmail.com

Job Description & Details:

### **Organization Overview**

The Barnesville-Lamar County Industrial Development Authority (IDA) is the marketing entity for Lamar County, located in middle Georgia, an hour from Atlanta along I-75. Lamar County is home to Gordon State College and approximately 20,000 residents and growing.

### **Position Summary**

The Executive Director manages the economic development program for the Barnesville-Lamar County community and funded by the city of Barnesville and Lamar County. This full-time position reports to an 8-member board and is charged with providing guidance, strategic planning, industry research and workforce development strategies with stakeholders, existing industry support and business recruitment best practices. The economic development program shall focus on maintaining and growing jobs, new and expanded investment, and industrial product development—that which supports a balanced tax base.

Specific responsibilities shall include new business recruitment and support for the expansion of existing businesses. The economic developer will provide tactical guidance to the IDA board, elected officials, and various stakeholders; oversight of all daily operations, including but not limited to marketing, research and data collection, and developing/implementing, and maintaining an economic development plan and budget.

The Executive Director will work with various partners, and city and county agencies and facilitate collaborations that support job creation and economic prosperity.

### **Qualification Summary**

#### Education and Experience

Bachelor's degree in the area(s) of economic development, community development, real estate, public relations, public administration, business, economics, and/or marketing from an accredited college or university or equivalent experience.

Three to five years of executive leadership experience in the business, economic development, and/or community development field, chamber of commerce, or a combination of these, is preferred. Professional Certification as a Georgia Certified or National Certified Economic Developer or Economic Development Finance Professional is a plus.

The successful candidate should have proven results in leading an organization or community visionary growth and meaningful change to improve the business environment of the community.

Preferred – experience in product development including identifying and determining the best use of buildings or sites within the City of Barnesville, Lamar County; a clear understanding of zoning, restrictions, and regulations pertaining to ordinances; state and local incentives and other best practices related to business recruitment and retention.

### **Communication Skills**

The successful candidate should be an innovative, creative, and strategic thinker experienced in communicating effectively and professionally with corporate-level prospects, existing business leaders, the media and the community at large. They should be an experienced team builder and leader who will effectively represent the Industrial Development Authority in many environments.

The successful candidate will have a proven track record of successfully collaborating with statewide economic development organizations, utility partners, project managers, private sector real estate developers as well as local government and community stakeholders.

They must have the ability to make oral presentations to persuade others to accept a specific economic development message, action and/or provide information or explain procedures, policies, etc.

Excellent written communication and marketing skills that will enhance the economic development program are paramount in addition to possessing outstanding listening skills

to clearly understand positions and instructions.

### **Financial Skills**

Sound understanding of budgets, income statements and balance sheets.

The candidate must possess an understanding of economic development incentive options and their impact on business growth opportunities; real estate financing; grant writing and administration; and governmental agreements, including but not limited to intergovernmental agreements and public/private contracts.

### **Technology**

Proficient at a minimum with word processing, PowerPoint, and Excel skills to prepare business correspondence and reports with speed and accuracy. Proficiency at web site management and research databases are also required.

### **Specific Duties and Functions**

#### Economic Development and Marketing

Serve as a member of the local economic development team that prepares and markets the Barnesville-Lamar County community to business-related projects that are considering a potential location to create new jobs and increase the tax base.

These duties shall include, but are not limited to, the following initiatives:

- Develop and implement comprehensive economic development strategies that align with the mission to create and maintain quality jobs and investment in Lamar County.
- Lead efforts to attract new businesses to the region and retain existing businesses by promoting the area's economic advantages.
- Work with economic development organizations, chambers of commerce, education institutions, governments, and business leaders on local, state, and federal levels to enhance the economic development environment of the community. Key partners may include: Gordon State College, Southern Crescent Technical College, local public and private schools systems in addition to local government including the City Barnesville, the City of Milner, Aldora, Lamar County Board of Commissioners and state legislators.
- Build and Maintain relationships with statewide project managers, site selection consultants, property owners and real estate brokers/developers.
- Develop, organize, and deliver reports monthly to the IDA board and others as allowed by confidentiality agreements with projects. Understand and follow laws pertaining to public entity meetings, minutes and reports.

- Promote and provide various financing sources for qualifying projects.
- Provide research, data and appropriate guidance to local, state, and federal business and government leaders regarding the impact of economic development on the local tax digest.  
Serve as a long-term visionary, team builder and facilitator between all local, state, and federal officials as well as local and statewide utility and infrastructure vendors that impact the community.
- Analyze economic trends, prepare reports, and provide insights to leadership and stakeholders on economic development progress and opportunities.

Develop and nurture relationships with existing businesses in order to keep current investments in the area and resolve challenges impacting their growth and success. Develop and maintain data that encourages the expansion of existing businesses for job maintenance, creation, and additional investments.

### **Database and Research Management**

Consistently updates state and/or private sector data sites with information on available sites and buildings in the region especially those owned by the IDA or public entity. Build a database of research results that can be used in the development of a strategic plan and/or to attract new investments to the area. Understand the regional Workforce statistics, average wages and trends.

### **Fiscal Management**

Serve as the fiscal agent for transactions relating to the IDA and report annually as appropriate to state agencies as required by law. These duties shall include, but are not limited to, the following responsibilities:

- Develop and present to the IDA, in a timely manner and on an annual basis, a budget that represents the goals and objectives of the organization.
- Audit, allocate, and approve all invoices for expenses incurred.
- Consistently review options for additional funding sources to enhance the economic environment of the community. This shall include grants based on identified needs of the community.

### **Organizational Leadership**

Lead, develop and empower a highly competent volunteer support team as needed outside board membership. These duties shall include, but are not limited to, the following responsibilities:

- Recruit elected and/or appointed officials such as utility officials, to assist in various tasks or prospect visits as appropriate specific to the project.

- Perform other duties that may be assigned by the IDA Board relating to economic development.

### **Compensation and Benefits**

The compensation package will be based on the experience of the Economic Development candidate, the budget of the IDA, and the marketplace.

### **Staffing**

The Executive Director is the only paid staff and may engage professional services as approved by the IDA board based on need and services required.

### **Working Conditions**

This is a diversified job requiring sustained mental effort related to public contacts, organizational issues, mediation, planning and technical areas as well as travel, public speaking, and non-standard business hours.

### **Residence/Involvement**

While the Executive Director is not required to live in Lamar, residency within a surrounding community is preferred and the Executive Director is required to be involved and engaged in the Lamar County community through various activities.

The Authority is an equal opportunity employer.