

CRAWFORD COUNTY DEVELOPMENT AUTHORITY
Executive Director for the Development Authority

The Crawford County Development Authority is accepting applications for the position of Executive Director for the Development Authority. Cover letters, resumes, and references will be accepted until 2:00 p.m. on Monday, August 8, 2022.

OVERVIEW:

The Executive Director for the Development Authority is a full-time employee who is responsible for leading all efforts related to economic development in Crawford County. This includes, but is not limited to, marketing industrial property for future development, encouraging job growth and the location of businesses in Crawford County, and implementing strategies for economic development throughout the county. The Executive Director reports to the Development Authority Board.

COMMUNITY BACKGROUND:

Crawford County is located in the central part of Georgia, approximately twenty-five miles west of Macon and eighty miles south of the Atlanta Airport. The 2012 population of Crawford County was 12,701, with 432,553 people living within thirty miles of the county seat. Major industries in Crawford County include, crop production, logging, freight trucking, and healthcare. Crawford County is also the proud home to two fortune 500 companies.

DUTIES AND RESPONSIBILITIES:

Duties of the Economic Development Director include, but are not limited to:

- Work with local government officials to encourage the growth of new businesses in Crawford County as well as the retention and expansion of existing businesses.
- Develop partnerships with neighboring counties, other development authorities, state and federal officials, business owners, and the general public, in order to promote Crawford County.
- Lead the implementation of economic development strategies, including the provision of assistance to potential prospects and the structuring and closing of deals for the Authority.
- Maintain up-to-date information on properties available for development, existing businesses within the county, and relevant demographic information.
- Assist in identifying potential sources of grant and loan funding and assist with the applications for said funding.
- Recommend goals, objectives, plans, and actions for the consideration of the Development Authority Board, and speak to the impacts of proposed economic development policies.
- Support the efforts of existing industries in Crawford County in whatever ways possible.
- Represent the Development Authority of Crawford County in a manner so as to build support for the organization and for economic development within the county.
- Support the Development Authority Board and attend all meetings of the authority. Prepare cost estimates for items to be purchased by the Development Authority.
- Maintain appointment schedules for the Development Authority Board and prepare agendas and materials for meetings of the Development Authority Board.
- Type a variety of materials, including administrative and public reports.

MINIMUM TRAINING AND/OR EXPERIENCE:

The candidate should possess a bachelor's degree in business or public administration, economic development, marketing, or a closely related field and at least three to five years of advanced economic development experience, preferably within Georgia. A master's degree in a related field is preferred.

SALARY:

The starting salary for this position is negotiable base pay with additional incentives based upon revenue generated by the incumbent's leadership and will be competitive depending on the candidate's experience and qualifications. The candidate may elect to receive benefits from Crawford County.

SCHEDULE:

The Middle Georgia Regional Commission is conducting the initial screening for this position. Only the top candidates will receive an interview. *A cover letter, resume, and three references are due no later than 2:00 PM, Monday, August 8, 2022.* Please send all documents to:

Middle Georgia Regional Commission
ATTN: Dean Nelson
175 Emery Hwy. Suite C
Macon, GA 31217