



222 W. Center St.
Marion, OH 43302

www.marionCANDO.com
740-387-2267

Director - Economic Development

Organization: Marion CANDO! 501c (3)

Position: Director – Economic Development

Reports to: Board of Trustees – Marion CANDO!

FLSA Status: Full-Time, Exempt

Position Summary:

Under general direction of the board of trustees, the Director will be responsible for research, planning and execution of economic development activities resulting in job creation, business attraction and retention/expansion of established companies. The Director will engage with a wide variety of stakeholders to build strong partnerships in support of CANDO'S mission to establish Marion County as a premier destination for businesses and CANDO! as an accomplished leader in local development of growth and quality of life.

Key Responsibilities:

Business Attraction/Project Management:

- Attracts new businesses via site preparation, promotion and coordination with regional and local partners.
- Secures funding for economic development projects through grants, incentives, or other resources.
- Manages inquiries and projects from conception to completion by monitoring status, coordinating communications among parties; troubleshooting and resolving issues.

Business Retention/Expansion:

- Coordinates and conducts business visits with target industries for the purpose of identifying and responding to specific opportunities and/or challenges.
- Provides information and linkage to available local/state/federal resources to support business growth.
- Establishes and maintains strong relationships with local business leaders as well as business advocacy organizations.

Community and Stakeholder Relations:

- Builds and nurtures relationships with key stakeholders to help secure funding and support for CANDO's operational goals and strategies.
- Participates on community boards, committees, and membership organizations relevant to strengthening and enhancing quality of life in Marion County.



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Communication and Marketing:

- Provides information and makes presentations to various groups, businesses, organizations and the public on economic development issues, programs, services and plans.
- Plans and organizes events for current and potential investors to promote CANDO as a value proposition for enhancing economic growth in Marion County.
- Establishes brand awareness for CANDO and promotes public engagement through digital presence and personal interaction.

Operations and Fiscal Management:

- Provides direction and support to staff ensuring operational effectiveness.
- Oversees budget, funding sources and sponsorships in collaboration with staff and the board to ensure financial sustainability.
- Provides insight and guidance to board members to drive strategic initiatives, fundraising options and long-term impact.
- Prepares monthly reports to the board outlining staff activity, project status, and financial condition.

Desired Qualities and Skills

- Comfortable working in a fast-paced office with priorities that may change frequently.
- Exemplary interpersonal skills.
- Persistent and excellent follow-through.
- Strong oral and written communication abilities.
- Resourceful problem solver with attention to details.
- Ability to meet deadlines, use time efficiently, prioritize work obligations, and work effectively as a team leader.
- Ability to handle difficult situations and conflicts with a positive attitude and professionalism.
- Ability to maintain a professional, positive image within the community and with stakeholders, community residents, vendors, elected officials, and other staff members.
- Proficient in Microsoft 365 and other related software (e.g. Salesforce).

Qualifications:

- Bachelor's degree with coursework in Public or Business Administration or related field.
- Three years' experience in economic development or related field preferred.
- Economic Development certification(s), such as Certified Economic Developer (CEdD) preferred
- Valid Ohio driver's license.