



222 W. Center St.
Marion, OH 43302

www.marionCANDO.com
740-387-2267

Executive Director - Economic Development

Organization: Marion CANDO! 501c (3)

Position: Executive 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 Executive 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 Executive 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 (CECd)
- Valid Ohio driver's license.