



Executive & Economic Development Director — Full Time Position

The Partnership

The purpose of the Crawford Partnership for Education and Economic Development (Partnership) is to listen, learn, and lead efforts to enhance the livelihood of families and businesses in Crawford County. We do this through strategic economic, community, and workforce development, working closely with local governments, business leaders, and state/regional organizations to affect positive change. The full 2030 vision and history of the partnership can be found at crawfordpartnership.org.

Position Summary

The Crawford Partnership is accepting applications for the full-time position of Executive and Economic Development Director. This individual will be employed by the Partnership's Board of Directors and will report directly to the Board, providing regular updates to the Partnership's Executive Committee. The Executive and Economic Development Director will be empowered to lead and execute a wide range of economic development initiatives, including implementing strategic goals, policies, and financial management. Additionally, this role involves providing leadership and oversight to staff and resources to ensure the successful accomplishment of the Partnership's mission. The Executive Director will be responsible for the overall management of the office and its functions, playing a key role in driving the growth and prosperity of Crawford County.

Essential Functions and Job Responsibilities for Role of Economic Development Director

- Oversees County's economic development efforts by coordinating and implementing economic development initiatives and strategies to achieve goals and objectives, utilizing grants when applicable.
- Conducts meetings with the business community; prepares and presents economic development plans and information to a variety of audiences.
- Monitors economic development legislation as well as legislation, rulemaking, policy, and business trends that impact business growth and retention. Serves as information source on these matters for the business community.
- Maintains strong working relationships with JobsOhio, Regional Growth Partnership (RGP), Ohio Department of Development, Ohio Department of Transportation, CIC, federal, state & local elected officials, government agencies, the public, area businesses, business organizations, clients, media, and others. Actively seeks opportunities to lead and participate in cross-sector collaborations, regional alliances, and joint initiatives that align with community development goals and enhance county-wide impact.
- Develops and monitors community-level indicators reflecting local economic development activity and the outcomes of the Crawford: 2030 Vision strategic plan.
- Business Retention & Expansion (BRE): Promotes retention and expansion of industry, commerce, and retail within the County; develops and maintains a cooperative working relationship with existing businesses, local utilities and governmental officials; identifies existing businesses' retention and expansion needs, and utilizes available resources to address those needs. Maintains BRE information and schedules.
- Marketing & Attraction: Promotes positive image of Crawford County and the Partnership office, maintains database (Zoom Prospector) with up-to-date site/building information and oversees

marketing for economic development and manages relationships with consultants, partners, and site selectors.

- Community Involvement: Attends and participates in relevant local board meetings and attends before and after-hours events and meetings as needed. Makes presentations, responds to inquiries, and serves as principal liaison for all economic development matters in the County.
- Identifies economic development needs; develops or seeks out initiatives to address development needs and selects and prioritizes projects that reflect strategy; prepares and submits applications, required reporting and documentation to ensure compliance with federal and state regulations; and administers and coordinates with various grant projects and programs.
- Manages current grants and activities and ensures compliance; submits accurate and timely reports as required.
- Seeks grant programs to expand and enhance the economic development activities and efforts of Crawford County. Develops and implements a comprehensive revenue generation strategy, including grant writing, public-private partnerships, and philanthropic funding sources.
- Works cooperatively with county agencies and regional partners to develop and enhance workforce and economic development programs, including but not limited to Comprehensive Economic Development Strategy (CEDs), SPARC, Workforce Area 10, Crawford Works, and CommunityOpportunity.com.
- Serves and advises on boards relating to economic development including, but not limited to, Transportation Improvement District (TID), Crawford County Development Board, Land Bank, and Economic Development District.
- Other duties as assigned.

Essential Functions and Job Responsibilities for Role of Executive Director

- Develops, initiates and activates strategies and tactics to achieve the organization's economic development goals and visions, as well as oversee the day-to-day operation of the Partnership office, establishing and maintaining employment and administrative policies and procedures.
- Works with Board and staff to fulfill the organization's mission to include identification, recruitment and liaison with Board members.
- Supports Board and Committee meetings. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all the information necessary for the Board to function properly and make informed decisions.
- Develops resources sufficient to ensure the financial health of the organization including fundraising and developing revenue to support the mission and organization, submitting to the Board proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management including operating within the approved budget, approving payroll, ensuring maximum resource utilization, and maintaining the organization in a positive financial position.
- Responsible with full supervisory autonomy of staff (e.g., maintains personnel records; assists in the hiring process and recommends selection of candidates; recommends personnel actions; ensures inclusive, diverse and equitable staff and workplace; conducts performance evaluations; handles routine disciplinary matters of department staff; recommends disciplinary action, etc.).
- Strategic planning and implementation of the Crawford: 2030 Vision plan along with overseeing marketing and other communication efforts.
- Leads the organization with a transformational and adaptive leadership style, anticipating and responding to changes in the economic, community, or funding landscape. Demonstrates an ability to manage change, promote innovation, and engage stakeholders in long-term strategic priorities.
- Reviews and approves contracts for service.
- Other duties as assigned by the Board of Directors.

Ideal Candidate Qualities & Attributes

- A minimum of bachelor's degree in a related field.
- Experience in economic development or equivalent in business, organizational management, government relations, or real estate development.
- Minimum of two years' non-profit/management experience and industry experience.
- Experience with industrial and commercial projects including site selection, financing, permitting, utilities, HR, incentives; preferred.
- Experience in developing and maintaining strong working relationships with a broad cross-section of stakeholders.
- Transparent and high integrity leadership.
- Success in working with a Board of Directors.
- High-level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, communities, and stakeholders.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and financial results.
- Excellent donor relations skills, grant writing, and understanding of the philanthropic or investor community.
- Solid organizational abilities, including planning, delegating, program development, and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making, and reporting.
- Strong communication skills including oral, written, and public speaking.
- Strong work ethic with a high degree of energy and ability to work flexible schedule to attend community meetings.
- Demonstrated success in leading collaborative efforts, building cross-agency partnerships, and fostering regional alliances to support shared economic development goals.

Software and Software as a Service Used

Expectation to stay current with industry and workplace technology; current use is Microsoft Office 365; QuickBooks; Zoom; PayPal or willing to become proficient quickly.

Compensation

Salary range of \$90K-\$130K, commensurate with experience and qualifications. Medical, Dental, Vision, 401K, holidays, & PTO.

Jessica Johnson, Professional Recruitment Manager at Spherion Mid Ohio, is coordinating the recruitment process in collaboration with the Crawford Partnership and will serve as the primary point of contact throughout the search. Qualified individuals are invited to submit a letter of interest and a complete resume, including references, by emailing Jessica at JJJohnson@spherionohio.com. The deadline to express interest and submit resume is Saturday, May 31st, 2025.