

Job Title: Fostoria Economic Development/Learning Center Director

Location: City of Fostoria, Ohio

Reports to: Executive Board (Fostoria Economic Development Corporation)

Employment Type: Full-Time

Salary: Commensurate with experience

Position Summary:

Fostoria is seeking a strategic, motivated, and community-minded Economic Development Director to lead efforts in growing and strengthening Fostoria's economy through business development, strategic partnerships, and workforce alignment. This individual will also oversee the operations and programming of the Fostoria Learning Center, a vital workforce and training hub serving employers, residents, and regional partners.

This is a high-impact leadership role for a visionary professional who understands the power of place-based economic development and collaborative workforce solutions to drive long-term prosperity in a small-town environment.

Key Responsibilities:

Economic Development & Community Advancement

- Lead and implement the city's economic development strategy focused on business retention and expansion (BR&E), business attraction, and entrepreneurship.
- Serve as the primary liaison to prospective businesses and site selectors, providing information on site availability, incentives, infrastructure, and workforce.
- Collaborate with the Chamber of Commerce and other state, regional, and local institutions to foster a strong business ecosystem.
- Represent FEDC and the City of Fostoria in economic development projects and initiatives.

Management of the Fostoria Learning Center

- Oversee operations, strategic planning, and programming for the Fostoria Learning Center (FLC), ensuring alignment with regional workforce and employer needs.
- Cultivate partnerships with local employers, higher education institutions, and training providers to deliver relevant, in-demand courses and certifications.
- Manage staff, scheduling, facilities, marketing, and reporting for the center.
- Promote the center as a regional hub for upskilling, training, and community learning opportunities.

Workforce Development & Talent Pipeline

- Serve as a connector between industry needs and workforce resources, advocating for initiatives that address skill gaps and employment barriers.
- Partner with educational institutions, training providers, and nonprofits to expand career pathways for youth, adults, and underserved populations.
- Monitor workforce trends and identify opportunities to improve or expand training access and support services.

Administrative & Organizational Leadership

- Prepare reports and presentations for various stakeholders of the organizations.
 - Represent Fostoria at regional meetings, conferences, and events.
 - Ensure compliance with all applicable policies, laws, and grant regulations.
 - Assist in the oversight of the Fostoria Area Chamber of Commerce & Visitor's Bureau.
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Qualifications:

- Bachelor's degree in Economic Development, Public Administration, Business, Urban Planning, or a related field.
 - Minimum of 3 years of experience in economic development, workforce development, or related leadership role.
 - Proven success in managing partnerships, securing funding, and overseeing complex initiatives.
 - Familiarity with rural and small-town economic challenges and opportunities.
 - Strong communication, negotiation, and public speaking skills.
 - Experience managing a team and working in cross-sector environments.
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Preferred Skills & Attributes:

- Experience with business attraction marketing, real estate development, etc.
 - Collaborative leadership style with a passion for small community transformation.
 - Familiarity with Ohio's economic development landscape, incentives, and funding programs.
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To Apply:

Please submit your resume, cover letter, and 3 professional references to:

Email: President@fostoriaedc.org

Application Deadline: Friday, June 27, 2025