



**Job Title:** Executive Director

**Organization:** GROW Licking County Community Improvement Corporation

**Location:** 20 S. 2nd Street, Newark, Ohio 43055

**Reports To:** Board of Directors (with direct oversight by the Executive Committee)

**Supervises:** Economic Development Manager, Marketing & Communications Manager

**Status:** Full-time, Exempt

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### **Organizational Overview**

GROW Licking County Community Improvement Corporation (GROW Licking County) is the lead economic development organization for Licking County, Ohio. As a public-private partnership, GROW Licking County promotes business attraction, business retention and expansion (BRE), and workforce development. Guided by a 15-member Board of Directors, the organization plays a pivotal role in facilitating strategic economic growth and enhancing the economic vitality of the region.

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### **Position Summary**

The Executive Director serves as the chief executive and strategic leader of GROW Licking County. This individual is responsible for overall organizational leadership, strategic planning, program execution, investor relations, and serving as the primary liaison with public and private stakeholders. The Executive Director is the organization's chief spokesperson and subject matter expert on economic development, responsible for building and maintaining partnerships that support sustainable economic growth across Licking County.

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### **Key Responsibilities**

#### **Organizational Leadership & Management**

- Lead the development and execution of GROW's strategic plan in alignment with the mission and goals of the Board of Directors.



- Manage and support a high-performing team including the Economic Development Manager and the Marketing & Communications Manager.
- Oversee daily operations, budgeting, financial performance, and compliance in collaboration with the Board Treasurer and Executive Committee.
- Prepare and present regular reports to the Board and Executive Committee on organizational progress, economic development metrics, and strategic initiatives.

### **Economic Development**

- Serve as the primary point of contact for business attraction, BRE, and workforce development efforts.
- Cultivate and maintain strong relationships with local government officials (city, village, township), chambers of commerce, educational institutions, and private sector stakeholders.
- Represent GROW at public meetings, industry events, and stakeholder functions both within and beyond traditional business hours.
- Partner with regional and state economic development entities including JobsOhio, One Columbus, and the Ohio Department of Development to attract investment and foster job creation in Licking County.

### **Fundraising & Investor Relations**

- Lead the organization's fundraising and investor engagement strategy.
- Build and sustain strong relationships with public and private investors, ensuring accountability, communication, and value proposition alignment.
- Develop sponsorship and funding opportunities that support GROW's programs and initiatives.
- Ensure timely recognition and stewardship of investors, donors, and partners.

### **Community Engagement & Public Relations**

- Serve as a visible, engaged community leader, representing GROW at events, media opportunities, and community forums.



- Act as a public ambassador and spokesperson for the organization, promoting the mission and work of GROW through speeches, publications, interviews, and social media.
  - Build coalitions and align efforts with stakeholder organizations to advance shared goals in economic and workforce development.
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### **Qualifications**

- Bachelor's degree in Economic Development, Public Administration, Business, Urban Planning, or related field.
  - Minimum of 3 years of progressively responsible experience in economic development, public-private partnerships, nonprofit leadership, or a related sector.
  - Demonstrated experience in fundraising, investor relations, and stakeholder engagement.
  - Strong knowledge of economic development best practices, BRE programs, and workforce development strategies.
  - Excellent communication, public speaking, and interpersonal skills.
  - Ability to lead and inspire a small, high-performing team.
  - Proven track record of strategic thinking, organizational management, and financial oversight.
  - Willingness to work evenings and attend off-site meetings/events as required.
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### **Preferred Skills**

- Experience working within the economic and political landscape of Licking County and central Ohio and experience working directly with regional/state economic development agencies such as JobsOhio, One Columbus, and the Ohio Department of Development.
- Certifications such as CECD (Certified Economic Developer) or similar are a plus.



- Residency Preference and Relocation Assistance: All qualified applicants are encouraged to apply. In accordance with Ohio Revised Code § 9.481, residency within Licking County is not a condition of employment; however, preference may be given to candidates who currently reside in the county or who express a willingness to relocate to the area. This preference is intended to enhance community engagement and familiarity with local resources. Relocation assistance may be available to the successful candidate in accordance with applicable policies and procedures.

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### **Compensation & Benefits**

- \$110,000- \$155,000 competitive salary commensurate with experience.
- \$6,670 health and wellness stipend.
- \$5,000 vehicle stipend provided for the use of personal vehicle.
- 15 days paid time off and holidays up to 5 years of service, 20 days paid time off after 5 years of service.
- 401k retirement plan with up to 3% match.
- Professional development allowance.

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### **How to Apply**

Interested candidates should submit a resume, cover letter, and three professional references to the GROW Licking County Board Chair, Joseph Robertson at [josephrobertson13@gmail.com](mailto:josephrobertson13@gmail.com). Applications will be accepted until the position is filled.