

Deputy Director of Economic Development & the Center for Entrepreneurship

Location: University of Rio Grande & Gallia County, Ohio

Reports To: Director of Economic Development

Position Overview

The Deputy Director of Economic Development will play a key leadership role in advancing economic growth, business investment, and community revitalization across the development entities in Gallia County. The University of Rio Grande's Office of Economic Development and Entrepreneurship leads economic development for Gallia County, which means this role will be primarily community-focused working with elected officials, business, community leaders, and external stakeholders. Working under the direction of the Director of Economic Development, this individual will coordinate strategic initiatives that strengthen the local economy, support business and entrepreneurial expansion, and enhance the quality of life for residents.

Key Responsibilities

- Support and coordinate local economic development strategies, programs, and partnerships.
- Collaborate with public, private, and nonprofit stakeholders to advance shared economic goals. This includes the CIC of Gallia County, the Gallia County Port Authority, Gallia County Commissioners, University of Rio Grande, and other relevant groups.
- Assist with project intake, management, and reporting for economic development initiatives.
- Serve as project manager for assigned initiatives and projects.
- Prepare reports, presentations, and updates for the Director, Board of Commissioners, and community stakeholders.
- Support grant applications and data collection for funding and reporting purposes.
- Develop and manage local incentive agreements, including Community Reinvestment Areas (CRA), and other local incentive tools.
- Analyze project proposals and coordinate incentive recommendations in alignment with state and local regulations.
- Maintain documentation and compliance tracking for incentive programs.
- Assist in leading an aggressive BR&E campaign throughout Gallia County.
- Coordinate with JobsOhio, Ohio Southeast Economic Development, and other regional partners to respond to company needs and opportunities.
- Support the identification, preparation, development, and marketing of commercial and industrial properties for investment.
- Assist in initiatives to expand local residential real estate stock, including partnerships with developers, lenders, and public entities.

- Coordinate programming and operations for the Center for Entrepreneurship at the University of Rio Grande.
- Support entrepreneurs and small business development through technical assistance, networking, and mentorship opportunities.

Qualifications

- Bachelor's or associates degree in Economic Development, Business Administration, Public Administration, Urban Planning, or a related field. Work experience will also suffice.
- Candidates with experience in economic or community development, public finance, business, or government will be preferred.
- Candidates with knowledge of Ohio economic development tools and incentive programs (CRA, TIF, EZ, etc.) will be preferred.
- Demonstrated project management and communication skills.
- Proficiency with Microsoft Office and familiarity with project tracking systems.
- Ability to work effectively with diverse stakeholders, including business leaders, public officials, and community organizations.

Compensation & Benefits

- Salary commensurate with experience.
- Comprehensive benefits package through the University of Rio Grande.

Application Process

Interested candidates should submit a cover letter, resume, and list of references to [insert contact email or HR portal link]. Applications will be accepted until the position is filled.