

Executive Director

Position: Executive Director
Reports to: Newport Chemical Depot Reuse Authority Board
Category: Full-Time / Exempt / Salaried

Annual Salary Based on Experience: \$85,000 – \$104,000

Benefits:

- Medical, Dental & Vision
- Life Insurance
- Simple IRA Saving Plan

Definition:

The Executive Director is an executive level position, with full authority, under the policy-level direction of the Newport Chemical Depot Reuse Authority (NeCDRA) Board. The Director oversees the Vermillion Rise Mega Park business development, redevelopment initiatives, and economic incentives and policy.

ESSENTIAL JOB FUNCTIONS AND DUTIES

- Supervises, directs, and evaluates staff, handles employee concerns and problems, assigns work, administers salaries, counsels employees and conducts disciplinary and other personnel actions.
- Advises on all aspects of economic development and redevelopment issues affecting the Vermillion Rise Mega Park (VRMP), including vision, goals, and objectives.
- Negotiates with developers, land use attorneys, and financiers to facilitate and expedite economic development projects and property land use, including coordination of complex real estate and land development agreements.
- Implements the NeCDRA economic development strategy, including business retention and expansion, new business attraction, and business ombudsman/advocacy.
- Nurtures long-term community, regional and State networks in order to attract future targeted businesses to the community.
- Plans and implements strategies and programs to encourage business growth, development, and investment while improving the quality and mix of uses throughout the VRMP, particularly those portions requiring new infrastructure.
- Works with the Executive Director of Vermillion County Economic Development Council, and Accelerate West Central Indiana Economic Development staff on economic and redevelopment projects, marketing, planning, and zoning issues.
- Reviews and revises NeCDRA master plan programs for overall planning operations including updates of land use, zoning, transportation studies; administers local planning, and transportation planning programs.

- Works cooperatively with other jurisdictions in development such as the Vermillion County Area Plan Commission, Vermillion County Commissioners, and the Vermillion County Council.
- Works closely with VRMP senior staff; particularly the Controller and Facility Manager.
- Oversees the VRMP Strategic Plan process.
- Pursues opportunities to utilize the NeCDRA significant water resources.
- Identifies and meets with potential funders to obtain funding from various funding sources, at a minimum of 12 months prior to creating the annual budget.
- Represents the NeCDRA at meetings and events and serves as chief spokesperson on areas of expertise when designated by the Board.
- Oversees and approves the NeCDRA community engagement activities.
- Attends regular meetings of the NeCDRA Board. Attends other meetings as directed by the Board.
- Assumes additional duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS AND TYPICAL KNOWLEDGE

- Minimum 3 years of experience in same or related field.
- Education – Four-year degree in business, public administration, urban planning, public policy or a related field and a minimum of direct experience associated with business development in one or more areas such as commercial, manufacturing and industrial development, and/or experience in community planning and development in a municipal environment; or any equivalent combination of experience and additional education or training that provides the knowledge, skills, and abilities to perform this work.
- Commercial real estate knowledge.
- Extensive knowledge of Tax Increment Financing (TIF) for use for redevelopment, infrastructure, and other community-improvement projects.
- Knowledge of Build Operate Transfer (BOT) and Guaranteed Savings contracts.
- Outstanding communication and interpersonal skills with an ability to clearly explain long-term, complex plans and alternatives in both private and public meetings and presentations.
- Working knowledge of the principles and techniques of budget preparation and ability to make simple arithmetic calculations and ensure cost-effective operations.
- Ability and experience to seek and obtain sources of funding, through individual funder contacts and other funding sources, and to manage those funds, including Federal, State and Local revenues, revenues from sale of credits, and revenue from land and building rentals and sales. Also requires the ability to determine, year to year, the financial needs of VRMP, including those for personnel, fringe benefits, and maintenance and improvements to the property.
- Must possess good organizational, management, human relations, and technical skills. Ability to occasionally work extended weekend hours and overtime.
- Perform a wide variety of technical duties using personal computers, portable computers, and smartphones or similar devices.

- Basic proficiency in word processing and knowledge of spreadsheet computer applications required.
- Must be able to use Microsoft Outlook to professionally correspond with VRMP staff and the public; maintain current contact lists, and maintain appointments using calendars and track projects using tasks in Outlook.
- Possession of a valid driver's license and demonstrated safe driving record.

DESIRED QUALIFICATIONS

- Knowledge of the local community
- Skills as a village manager
- Planning skills
- Economic development experience
- Public administration experience
- A graduate degree in public administration or policy or related field is preferred.

WORKING ENVIRONMENT

Executive Director divides time between an office environment, meeting settings and in-field meetings. Seventy (70)% of the time will be attending meetings both at Vermillion Rise Mega Park and various locations; thirty (30)% of the time will be spent in the office working on departmental issues. Casual and professional dress is required to general office work and some meetings. Professional dress is often required for professional meetings. Executive Director is often required to attend evening meetings. Executive Director is occasionally required to spend time outdoors which requires the ability to walk, climb, stoop, and kneel. Exposure to all weather conditions is possible.