

Director of Economic Development

Status: Exempt- Administrative
Salary Grade: 13
SOC Code: 19-3051
Department: Leadership
Reports to: Deputy Executive Director
Analysis Completed: July 2016
Revised: April 2024

Description:

The Director of Economic Development's primary duty is to direct, manage and administer the programs and projects conducted by the Economic Development department at the Regional Planning Commission of Greater Birmingham. This role manages the agency's Economic Development District, Local Development District designations, as well as develops strategy related to developing innovative technical assistance programs to serve the needs of member governments. The position requires the consistent exercise of discretion and judgment. The position reports to the Deputy Executive Director and supervises 2-3 junior staff members. The Director of Economic Development also provides operational and administrative functions as a member of the leadership team.

Tasks & Responsibilities:

- **General & Administrative Duties**
 - Prepares work objectives of department and team members to meet departmental vision, mission, objectives and expectations.
 - Develops and implements strategy for department; sets and implements priorities and services conducted by the department.
 - Prepares project status reports to include scheduled activities and budgetary information; forwards to appropriate personnel.
 - Develops and manages department budget; includes seeking and obtaining new sources of funding streams to bolster department's capacities.
 - Negotiates and establishes contractual agreements with firms as needed to complete projects in compliance with procedures stipulated by pertinent federal and state regulations; processes program and project invoices.
 - Prepares grant management contracts between department and member governments in compliance with state and federal policy requirements; monitors progress of contracts and grants.
 - Provides technical assistance provisions as it relates to economic development, funding, and loan programs, including, but not limited to site assessment, funding assessment, strategic planning, resource partnering and provisions, and scope of projects.
 - Assists agency and member governments with grant compliance activities including updating and managing Grants.gov, Sam.gov platforms, preparing for procurement, contract compliance, and program reporting.

- Manages and coordinates projects among team members; establishes clear roles and expectations for team and department positions.
- **Program Policy Development Duties**
 - Reviews federal, state, and local laws and regulations relating to economic development.
 - Stays up to date with economic development legislation and practices to maintain current information on concepts and approaches to economic development and sources of grant funding.
 - Develops and obtains approval for policies and procedures governing the economic development activities of the RPCGB.
 - Responsible for program management of the Economic Development District (EDD) & Local Development District (LDD) program, including submitting grant proposals on behalf of EDD/LDD; conducting grant compliance and reporting activities; coordinating program budgets; and creating and conducting technical assistance programs to serve member governments.
 - Conducts and leads project development initiatives to serve member governments, including grant proposal development and management; assisting members with federal and/or state procurement process & contract compliance; assisting members with state and federal grant management and reporting.
 - Communicates with executive committee or commissions, government officials, and industrial development boards to analyze local technical assistance needs of member governments.
- **Program Administration Duties**
 - Responsible for program management of the Economic Development District program including grant-writing and management, technical assistance, contract management, reporting, Comprehensive Economic Development Strategy (CEDS), and staff oversight.
 - Prepares and delivers presentations regarding RPCGB and/or Economic Development to various groups, including RPCGB Committees, RPCGB Board of Directors, member governments and regional partners or organizations.
 - Controls budget and ensures expenditures are in accordance with guidelines and within limits; may propose adjustments to budgets as appropriate.
 - Coordinates collection and analysis of data necessary to complete required reports and determine effectiveness of projects and programs.
 - Reviews and evaluates economic development proposals for feasibility and funding consideration.
 - Develops, submits, and manages state and federal construction and non-construction grants, including but not limited to the Appalachian Regional Commission (ARC); Economic Development Administration (EDA); Community Development Block Grants (CDBG); and state programs through the Alabama Department of Economic and Community Affairs (ADECA).
- **Leadership Duties**
 - Leads and directs staff activities, contract employees, and consultants.
 - Develops staff effectively through training, mentoring, support, assessment, evaluation and feedback to ensure future success of team members.
 - Facilitates staff meetings.
 - Cooperates with other department directors to coordinate interdisciplinary agency programs, projects, and activities.

- Authorizes staffing for vacant positions in department.
- Reviews, updates, and modifies jobs within the department as necessary to accomplish work.
- May propose addition or deletion of jobs and duties within department.
- Coordinates with the Human Resources department recruitment and selection activities, evaluates applications, approves selections within the department.
- Coordinates departmental training of staff, establishes expectations, observes job behaviors, counsels staff as necessary.
- Addresses personnel problems within the department by advising staff on appropriate actions or counseling staff as needed.
- Communicates work rules and recommends recognition or disciplinary action.
- Reviews and approves timesheets of junior staff.
- Conducts annual evaluations of junior staff within the department.
- Builds capabilities in junior staff.

Competencies:

- Extensive experience and knowledge in economic development policies, procedures, and programs.
- Grant research and writing skills.
- Knowledge of possible federal and state funding sources.
- Ability to develop and maintain relationships and reputation with local, regional, state and federal officials;
- Knowledge of financial and budgetary management.
- Substantial knowledge of commercial finance and industrial development.
- Excellent presentation and public speaking skills.
- Ability to develop and maintain interpersonal relationships with regional leaders, partners, staff, board members, and funding agencies as appropriate.
- Supervisory/Management experience.
- Strong communication skills; is able to translate complex regulations and policies clearly and concisely through presentations, flyers, and interpersonal dialogue.
- Project Management.
- Critical thinking and deductive reasoning skills.
- Ability to maintain high degree of confidentiality.
- Experience with Microsoft Office programs (Word, PowerPoint, and Excel).
- Ability to interpret and communicate complex rules and regulations.
- Excellent organization skills.
- Strong self-initiative and is able to identify priorities and solutions to problems with limited direction.
- Extensive knowledge of administrative policies and rules of RPCGB.

Experience:

Bachelor's degree in business, public administration, political science or community/economic development and at least 7 years of professional experience with community/economic development activities and programs.

-OR-

Graduate Degree or higher in business, public administration, political science or community/economic development and at least 5 years of professional experience with community/economic development activities and programs.

Managerial/ Supervisory Requirements:

Supervises the Economic Development Department staff.

Physical Requirements:

May spend long hours sitting and using office equipment and computers. Some lifting of supplies and materials. Ability to operate vehicle. Some day travel required to member governments.

**The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. RPCGB leadership reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*