

NORTH WEBSTER PARISH INDUSTRIAL DISTRICT (NWPID)

POSITION DESCRIPTION

POSITION TITLE: Executive Director

EXEMPT/NON-EXEMPT: Exempt

PURPOSE STATEMENT/POSITION SUMMARY:

The purpose of this position is to encourage and support the economic growth of North Webster Parish Industrial District by developing and implementing the NWPID's ongoing economic development / marketing program focused on business expansion, recruitment, retention and workforce marketing support. The Executive Director is responsible for all day to day operations of the NWPID park pursuant to guidelines established by the NWPID board of directors and the laws of the state of Louisiana. The Executive Director works at the pleasure of the NWPID board.

REPORTING RELATIONSHIP:

This position reports to the Board of Directors

SUPERVISION EXERCISED:

The positions supervised will be: Administrative Assistant and Water Superintendent. Other contractors or part time employees hired on an as needed basis to perform specific daily work will report to the Executive Director and will be supervised by the Executive Director. This will not include the Economic Development Consultant under contract who reports to the Board of Directors.

MAJOR JOB DUTIES:

- (1) Serves as day to day operations Executive Director of NWPID and will coordinate all efforts relating to park projects.
- (2) Will work closely with NWPID contract consultant regarding prospective tenants.
- (3) Serves as advisor to the Chairman of the Board, Board of Directors and committees and shall assemble information and data and cause to be prepared special reports as directed by the board or Chairman of the Board.
- (4) Serves as a non-voting member of the Board of Directors, the Executive Committee and all other committees unless designated otherwise by the board.
- (5) With assistance of the staff, and in accordance with the policies and regulations of the Board of Directors and the state of Louisiana, the Executive Director shall be responsible for developing and administrating the program of work including:
 - a. An aggressive economic development program to encourage job creation, retention and capital investment among both existing and new companies.
 - b. A marketing program that showcases the benefits of the area to business and key influencers (e.g., site selection consultants)
 - c. A plan to manage the park including scheduled maintenance, etc.
 - d. Monthly financial reports which will inform the board of progress against budget and the parks long term goals.
- (6) Responsible for coordinating staff and contractors on a day to day basis but will not have hire/fire capability unless so designated by the board.
- (7) With the involvement of the Board, Administrative Assistant and committees, the Executive Director will oversee the preparation of an annual operating budget covering all activities of the NWPID, subject to approval of the Board of Directors.
- (8) Be responsible for all expenditures within approved budget allocations and discretionary spending limits as will be set forth by the board in the bylaws.

- (9) Serve as the initial contact point with NWPID by prospective and current tenants.
- (10) Maintains working relationships with organizations important to the achievement of the NWPID programs including Louisiana Economic Development, NLEDF and numerous regional and local economic development oriented agencies
- (11) Implement Board policy to present to the board as needed and Interpret existing board policy to manage the park.
- (12) Other duties as assigned by the Board of Directors.

EDUCATION/EXPERIENCE REQUIREMENTS:

- (1) College Degree
- (2) 5 years of increasing responsibility including management within economic development environment
- (3) Certified Economic Developer (CED) or other professional credentials preferred

SPECIAL SKILLS, KNOWLEDGE AND ABILITIES:

- (1) Excellent oral and written communication skills
- (2) Advanced knowledge of business practices
- (3) Ability to interact with ease across many constituencies including public and private sector leaders and at various levels of leadership
- (4) Must work cooperatively with other employees and be a team player
- (5) Familiarity with regional development practices and ability to work with a wide range of industries and consultants is essential
- (6) Excellent computer skills and proficient with Microsoft Office suite of software
- (7) Ability to update and maintain website

MATERIALS AND EQUIPMENT USED:

- (1) Computers and basic office equipment.

WORKING CONDITIONS:

- (1) Requires ability to excel within a fast-paced environment of creative stimuli, multiple projects and challenges
- (2) Requires occasional travel and before and after hours work