

## Director, Economic Development

### Full Time with Benefits

At the Boone County Economic Development Corporation (Boone EDC), we seek the right economic opportunities to support strong communities and enhance the quality of life for all Boone County residents. We are a catalyst for smart growth strategies and forge mutually beneficial partnerships with organizations capable of understanding and further enriching the unique assets that the residents of Boone County have built.

#### WHAT YOU WILL DO:

##### Strategic Leadership

- Design and implement an annual economic development plan aligned with the Boone EDC's three-year strategic goals.
- Act as a trusted advisor to the CEO, contributing economic development insights and recommendations.
- Represent Boone EDC as an advocate for economic development initiatives across the county.

##### Business Attraction & Site Development

- Identify, manage, and respond to business attraction leads (small and large).
- Maintain Zoom Prospector with current available properties.
- Coordinate site visits with municipalities, listing agents, utility providers, and other key stakeholders.
- Engage with site selectors to facilitate the incentive process.

##### Business Retention & Expansion (BR&E)

- Cultivate long-term relationships with existing Boone County businesses through ongoing BR&E visits.
- Provide expansion support including incentive negotiation and implementation.
- Organize and audit annual CF1s to ensure alignment with SB1 documentation and attend related public hearings.

##### Workforce Development

- Collaborate with educational institutions, employers, and workforce partners to build and maintain a skilled labor pipeline.

- Support programs such as the Second Chance workforce initiative in collaboration with local agencies.

## Partnership Engagement

- Build and strengthen relationships with governmental entities, investor partners, and regional stakeholders (e.g., IEDC and LEAP district partners).
- Host monthly “Behind the Scenes” events.
- Engage existing investors and cultivate new partnerships.
- Collaborate closely with local RDCs, APCs, and municipal contractors on strategic initiatives.

## THE IDEAL CANDIDATE:

- Holds a bachelor’s degree in applicable field of study and/or has commensurate work experience in related field
- Possesses excellent oral and written communication skills
- Understands economic development, principles, trends, and drivers, and can translate that knowledge into actionable strategies
- Is collaborative, passionate, and self-motivated
- Thinks creatively, strategically, and independently
- Is flexible
- Maintains confidentiality
- Has the ability to work some evenings, including some out-of-the-area and overnight travel

## BENEFITS:

- Salary starts at \$68,000, based on experience
- Bonuses based upon performance goals and metrics
- Medical, vision, and life insurance package
- Health savings account and retirement contributions
- Professional development opportunities
- Mileage reimbursement
- Company-issued computer and cell phone
- Maternity, paternity, and adoption leave

## LOCATION:

- In office in Lebanon, Indiana
- Flexible work environment

How to apply: Email cover letter and resume in PDF format to Andrea Kern, CEO, by email at [Andrea@BetterInBoone.org](mailto:Andrea@BetterInBoone.org) by Thursday, July 3rd at 12 pm EST.