



## **Monticello Economic Development Commission**

**Job Title:** Executive Director and Chief Operations Officer

**Reports to:** Monticello Economic Development Commission (MEDC) Board of Directors

**About the MEDC:** Monticello Industrial Development Corporation was founded on December 16, 1955. On August 27, 1997, the name was officially changed to Monticello Industrial/Economic Development Commission, Inc. (MEDC). MEDC is a quasi-governmental agency and an Arkansas corporation which has contracted with the city of Monticello to provide economic development services since 1998. The organization is governed by a Board of Directors representative of our community including public schools, university, financial institutions, business and industry.

### **Our Mission**

To leverage our financial, political and human capital to strengthen the economic environment in Monticello and Drew County; foster a climate for business and industry to start, grow and operate profitably while enhancing the earning opportunities for every citizen; utilize our institutions and volunteers to sustain and grow the educational, health care, social, cultural and recreational resources in our community; and to make Monticello and Drew County a destination of choice.

### **About the Position:**

#### **General Purpose and Description**

The Executive Director/COO is charged with the development and execution of targeted goals and objectives by which the foundation of economic well-being and quality of life for Monticello and Drew County are improved and strengthened.

- **Organizational Leadership**
  - Effectively lead the organization's staff in a way that delivers operational excellence by providing day-to-day management oversight of staff and delegating proper authority. Perform highly professional management and administrative work in planning, organizing, coordinating, and directing the economic development programs under control of the organization.
  - Prepare, present, and administer the budget of approximately \$300,000 in accordance with the contract for professional services and organizational goals and objectives.
  - Plan, oversee, and monitor all financial aspects of the corporation, assuring compliance with all laws, regulations, and accounting standards
  - Monitor all accounting and fiduciary functions including asset management, banking, payroll, purchasing, and financial reporting
  - Responsible for implementing all policies adopted by the MEDC Board of Directors
  - Promote a positive working environment
- **Community Development**
  - Must develop excellent working relationships with community resources such as the Monticello School District, Drew Central School District, University of Arkansas at Monticello, Southeast Arkansas Cornerstone Coalition, Southeast Arkansas Regional Intermodal Authority, Chicot-Desha Port Authority, Drew Memorial Health System, Monticello Water/Sewer Utilities, Entergy Arkansas, C&L Electric Cooperative, Summitt Energy, Enable Midstream Partnership, Arkansas Midland Railroad/G&W Railroad, Union Pacific Railroad, Monticello A&P Commission, Monticello Parks & Rec Commission and the Monticello Planning Commission.
  - To effectively communicate the organization's strategies, goals, programs, and accomplishments to the public by maintaining an excellent partnership with local media.
  - Presents a positive and professional image of the Monticello Economic Development Commission to the area.
- **Economic Development**
  - Maintain an excellent working relationship with all local manufacturing businesses.
  - Propose and develop policies to stimulate expansion of existing businesses and existing investments in the area by making regular contact with them.
  - Assist new or existing businesses with grant applications from the various granting agencies.
  - Continue to develop and market our industrial park and other available properties to prospective companies.
  - Complete RFI requests within their deadlines.
  - Prepare and present proposals and site tours for prospects.
  - Analyze the feasibility of proposed projects including financial and economic impact.

- Maintain excellent relationships with the local and state government offices and officials along with Delta Regional Authority, Southeast Arkansas Economic Development District, Arkansas Economic Development Commission, and Arkansas Chamber of Commerce.
- Interact with state and local government officials, Chamber of Commerce representatives, private-sector companies, economic development professionals, and any others to effect changes in local/state policies, to encourage commercial expansions as well as new development
- Maintain professional relationships and is active in local, regional, state, and national economic development networks.

**Desired Qualities:**

- Very high degree of integrity
- Self-motivated
- Results oriented
- Excellent written and verbal communication skills
- Demonstrated problem solving ability and is able to anticipate potential challenges, identify alternative courses of action, and prepare proactive recommendations
- Ability to build strong working relationships with staff, board of directors, community leaders, and business leaders
- Professional attitude and ability to maintain confidentiality

**Qualifications:**

- Bachelor's degree in business, marketing, public administration, or a related field from an accredited college or university is preferred.
- At least two years experience in an economic/community development organization preferred.
- At least two years experience in business management is preferred.
- Certification as an economic/community development professional is preferred.
- **The COO will be required to relocate to Monticello within 90 days of employment.**

**Benefits**

- Salary commensurate with experience and qualifications
- Health Insurance
- Paid leave

**Submit resume with references to:**

Monticello Economic Development Commission, P.O. Box 1890 Monticello,  
AR 71657

Or

[success@monticelloedc.org](mailto:success@monticelloedc.org)