

## **Executive Director Job Description**

### **Woodruff County Economic Development Commission (WCEDC)**

#### **Location**

McCrory, Arkansas – Woodruff County

#### **Position Summary**

The Executive Director serves as the chief executive officer of the Woodruff County Economic Development Commission. The Director is responsible for planning, directing, and executing strategies that promote business recruitment, expansion, retention, workforce development, and overall economic growth throughout Woodruff County. This individual will act as the primary liaison between the WCEDC Board, government entities, business leaders, regional partners, and the community.

#### **Reporting Structure**

- Reports to: WCEDC Board of Directors (Board Chair as primary contact)
- Direct reports: Staff (if applicable), contractors, interns, and volunteers engaged in WCEDC initiatives
- Works closely with: County and municipal officials, Arkansas Economic Development Commission, chambers of commerce, utility providers, site consultants, and educational institutions

#### **Key Duties and Responsibilities**

##### **Strategic Leadership**

- Develop and implement a comprehensive countywide economic development strategy.
- Advise the WCEDC Board on policy, priorities, and emerging opportunities.

##### **Business Recruitment & Retention**

- Market Woodruff County to attract new industries and investment.
- Maintain relationships with existing businesses to support retention and expansion.
- Coordinate site selection activities and manage prospect inquiries.

##### **Community & Workforce Development**

- Partner with schools, workforce training programs, and colleges to align talent pipelines with industry needs.
- Promote community assets to enhance quality of life and livability.

##### **Government & Stakeholder Relations**

- Serve as WCEDC's representative with local, state, and federal officials.
- Develop cooperative agreements with regional and state partners.
- Provide regular updates to county quorum court, city councils, and other stakeholders.

## **Marketing & Communications**

- Oversee development of promotional materials, website, and social media presence.
- Act as spokesperson for WCEDC with media and public.

## **Financial & Administrative Oversight**

- Prepare and manage the annual budget.
- Seek and administer grants, incentives, and other funding opportunities.
- Ensure compliance with applicable laws, regulations, and WCEDC bylaws.

## **Board Support & Reporting**

- Prepare monthly and quarterly reports for the WCEDC Board.
- Coordinate board agendas, meetings, and strategic planning sessions.
- Implement policies and initiatives approved by the Board.

## **Minimum Qualifications**

- Education: Bachelor's degree in Economic Development, Public Administration, Business Administration, Finance, Marketing, or related field (Master's preferred).
- Experience: Minimum of 5 years in economic development, chamber of commerce leadership, community development, public administration, or related executive management role.
- Certifications: Certified Economic Developer (CECd) or equivalent (preferred, or willingness to obtain).
- Highly preferred candidate seeks permanent occupancy in Woodruff County.

## **Required Knowledge, Skills, and Abilities**

- Knowledge of economic development principles, workforce training systems, and site selection processes.
- Strong financial management and grant administration skills.
- Excellent written, verbal, and public speaking communication.
- Ability to build consensus among diverse stakeholders.
- Familiarity with rural community challenges and opportunities, particularly in eastern Arkansas/Delta regions.
- High integrity, professionalism, and commitment to confidentiality.

## **Compensation and Benefits**

- Salary commensurate with experience and qualifications.
- Benefits package (health insurance, retirement contributions, paid leave) as determined by the WCEDC Board.
- Professional development opportunities (conferences, certifications).