

Fannin County Development Authority (FCDA): Executive Director

The Fannin County Development Authority and Fannin County Board of Commissioners are accepting applications for a full-time Economic Development Director. The Development Authority exists to improve the quality of life for all citizens of Fannin County through the promotion of trade, commerce, industry, and employment. This position reports to both Fannin County Board of Commissioners and the Fannin County Development Authority Board of Directors and was created to increase economic opportunities through activities that improve the business climate.

Location: Fannin County (Blue Ridge, GA)

Education Requirement: Bachelor's Degree or three years of relevant work experience required.

Essential Functions (this is not meant to be an exhaustive list):

- Directs and participates in long range planning and recommends goals for a unified program of economic, community, and business development.
- Develops and implements research strategies/data required to support economic development activities.
- Conducts public benefit analysis for economic development projects.
- Participates in meetings and communicates effectively with developers, engineers, architects, contractors, businesses, citizens, community leaders, and government officials on economic and community development projects and programs.
- Fosters a strong relationship with the local school system, colleges, and universities with a focus on workforce development strategies and needs of the community.
- Establishes project schedules, project budgets, and compliance requirements.
- Serves as the central point of contact for businesses, developers, and contractors providing information and assistance with financing, site selection, and other assistance as needed.
- Frequently responds to requests for information for economic development purposes and coordinates with other departments and agencies as needed.
- Maintains an awareness and inventory of available buildings and business development sites within the community. This will include both public and private buildings and land areas.
- Effectively manages two FCDA owned buildings and tenants. Promotes buildings for business relocations and/or expansions as space is available.
- Effectively manages two FCDA owned tracts of land and promotes for business relocations and/or expansions.
- Utilizes and develops financing sources including local, state, and federal level grant and loan programs.
- Prepares grant applications, manages grant finances, and completes necessary reporting for economic and community development projects.
- Markets and manages FCDA Revolving Loan Fund.
- Provides information and/or make presentations to boards, commissions, civic groups, businesses, individuals, and the public on economic development issues, programs, services, and plans.
- Updates website on a regular basis.
- Performs all the secretarial & office manager duties for the authority.

Preferred knowledge of and/or ability to learn:

- Local government, Sunshine laws, and working with a Board.
- Principals and methods of effective local economic development.
- Federal, State, and local funding for economic development.
- Real estate including markets, property analysis, and development.
- Quickbooks Online.
- General knowledge of business plans, business financials, and loan proposals.
- Federal, State, and local development and business codes and regulations, including zoning and permitting.

Preferred skills and/or ability to:

- Develop effective working relationships with all participants in economic development including developers, businesses, community leaders, and local/state/federal agency partners.
- Market loan and development packages to a variety of interests.
- Be a self-starter, working independently without close supervision.
- Develop project or program specific marketing strategies.
- Work under pressure, meet deadlines, and manage multiple projects simultaneously.
- Communicate effectively with others both oral and written.
- Be proficient in all Microsoft office programs, Word, Excel, PowerPoint, Access etc.

Deadline to apply: April 3rd, 2023 unless otherwise noted.

Salary: Based on experience.

To Apply: For immediate consideration, please submit a cover letter, resume, and application. Please include your

minimum salary requirement in your cover letter.

Applications are available on www.fannincountyga.com. Application materials may also be submitted through e-mail via jhall@fannincountyga.org or mail or you may hand-deliver hard copy application materials to Fannin County Board

Commissioners Attention: Jessie Hall, 400 West First St, Blue Ridge, Georgia 30513.

For more information please call (706) 632-2203.

Fannin County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the

County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.