

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: October 20, 2010

SUBJECT: Agri-Business Economic Development Research Report

ATTACHMENTS: None

SUMMARY OF REQUEST:

During budget deliberations, the Board of Commissioners asked that staff research the feasibility of developing an Agri-Business Economic Development to complement its current economic development policies. Staff has researched and provides a report on findings for the Board's review.

BOARD ACTION REQUESTED:

Staff recommends that the Board of Commissioners review and discuss the options regarding funding an Agri-Business Economic Development function and give staff direction as to how it wishes to proceed.

Suggested Motion:

No motion suggested.

Agri-Business Economic Development

Considerations for Developing an Agri-Business Economic Development Function
within Henderson County

OFFICE OF THE COUNTY MANAGER

2010

Agri-Business Economic Development

Considerations for Developing an Agri-Business Economic Development Function within Henderson County

BACKGROUND

Agriculture and its importance to the vitality of Henderson County has been recognized throughout the years by County government, and efforts have been made to continue strengthening agri-business, which has historically been a major benefactor in maintaining and strengthening economic growth for the County as a whole. Some of the most obvious examples of County government's recognition of the importance of agriculture-related businesses include the following highlights:

- **1999:** Board of Commissioners approved an **"Agricultural Project Director"** position within the budget, with the goal of marketing the County's existing agricultural industries and recruiting additional agriculture-related businesses.
- **2003:** Commissioners developed and adopted the County's first **Strategic Plan**, listing one of their top strategic challenges as "a decline in agri-business." In an attempt to address this challenge, the Board defined a key goal, "To maintain a balance between the segments [segments defined within the Plan were agriculture, manufacturing, service trades, etc.] of the local economy".
- **2003:** Commissioners adopted the **County Comprehensive Plan (CCP)** which included numerous recommendations and action steps to support local agriculture businesses, budgeting funds to reduce farmland loss, and expanding access for agricultural enterprises to economic development support services.
- **2005:** Commissioners approved an **Agriculture Economic Incentive Budget** within its General Fund, in order to support agricultural economic development projects, fund agri-business grant matches, develop plans for preserving farmland, etc. The County has continued budgeting funds annually for this important component of our economy.
- **2006:** County facilitated **community input sessions** to use in updating the Strategic Plan in order to better address the public's key issues. Of the issues expressed by citizens, was the "Need to preserve farmland and encourage sustainable agriculture to provide job opportunities for the younger generation."
- **2008:** Commissioners took a stronger stance within their revised **Strategic Plan** in support of agriculture by adopting specific actions steps to support the existing agriculture businesses within County and begin a concerted effort to **recruit additional agri-businesses to the County**.
- **2009:** Commissioners adopted the **Enhanced Agriculture District Ordinance**.
- **2010:** Commissioners supported the development of the **Henderson County Agricultural Preservation Plan**.

As stated earlier, these highlights cannot begin to address the ways in which the County's local government recognizes and appreciates the role that agriculture plays in this community. For this reason, during their Fiscal Year 2010-2011 budget deliberations, the Henderson County Board of Commissioners asked staff to research and report on the feasibility, benefits, and challenges in funding an **Agri-Business Economic Development Function/Position**. This report will provide a summary of staff's findings in addressing the Board's questions during the budget process.

KEY HENDERSON COUNTY FARMING/AGRI-BUSINESS STATISTICS

Number of Farms in Henderson County	557
Number of Acres in Farm Use	48,619
Average Annual Cash Receipts (2000-2007)	\$141.6 million
Contribution to County's Gross Product	16.7%
Employment (Not including seasonal labor)	1,645
Amount Paid in Wages	\$18.5 million
Amount Paid in Expenses (Much paid locally)	\$80 million
Property Tax Revenue Generated per \$1 in Services	\$1.03

AGRI-BUSINESS ECONOMIC DEVELOPMENT POSITION JOB DESCRIPTIONS

In researching this type of a position, staff contacted the Polk County Manager who provided information regarding their Agricultural Economic Development Director position and enlisted the assistance of our Human Resources Department to send out a listserv request for information from other jurisdictions across the state with similar positions. Only one other County responded with a job description and salary range for their position. Additionally, I contacted our Partnership for Economic Development CEO, Andrew Tate, who provided me with his job description and that of his Director of Industry Relations due to the similarities between these positions. Summary info on each of these positions is provided below:

1) Polk County, NC - Agricultural Economic Development Director Position:

- **Position Description:** The position job description summarizes the position responsibilities as "design and implement a comprehensive plan for agricultural economic development that promotes the agriculture, horticulture and forest industries, enhances the economic viability of farming and expands Polk County's agricultural infrastructure..... supportive of the previously approved countywide Farmland Preservation Plan, developed with the input and oversight of the county's Agricultural Advisory/Farmland Preservation Board." - Excerpt from job description (Attachment A)
- **Salary range:** \$37,749 - \$61,856
- **Reporting Structure:** Position within County government organizational structure; Department Head position; Reports to County Manager.

2) Orange County, NC - Agricultural Economic Development Coordinator Position:

- Position Description: This position “performs administrative work in identifying existing and new market opportunities for local producers... Providing leadership for development of programs and activities that promote agricultural diversification and enhanced viability.” – Excerpted from Orange County job description (Attachment B)
- Salary Range: \$42,622 - \$68,138
- Reporting Structure: Position within County government under Economic Development Department; Not a department head position.

3) Partnership for Economic Development (PED) – President and Chief Executive Officer Position:

- Position Description: This position “...formulates and executes long-range plans, builds partnerships, relationships and consensus to continue to strengthen the organization... Administering programs to expand the county’s tax base, to strengthen the quality and quantity of the workforce, to promote business development by working with the county’s existing industrial base and through the recruitment of new industrial investment...” – Excerpted from Partnership CEO job description (Attachment C)
- Salary Range: \$75,000 – \$100,000
- Reporting Structure: Position reports to Board of Directors; Position oversees Director of Industry Relations position; Partnership is partially funded through Henderson County but position is not a County employee.

Utilizing the Polk and Orange County job descriptions and salary ranges for comparison, as well as the County’s current department head pay structure, the County’s Human Resources Department recommends a **salary range \$45,630 - \$70,726 at pay grade 80 for an Agri-Business Economic Development Director position**, reporting to the County Manager.

REPORTING / ORGANIZATIONAL STRUCTURE

Below, staff provides what we see as the primary options with regard to organizational structure and reporting options should the Board of Commissioners move forward with funding an Agricultural Economic Development position/function. These options include: 1) As a Director level position within County Government, 2) As a Position/Function within Partnership for Economic Development, and 3) As a Non-Profit Entity. Staff's perception of the potential opportunities and challenges are provided in the following tables:

1) Position within County Government

Potential Opportunities	Potential Challenges
<ul style="list-style-type: none">• Potential for more control over position responsibilities, duties, salary and benefits, etc.• Position could work closely with current Partnership for Economic Development CEO on behalf of the County.	<ul style="list-style-type: none">• Ongoing cost to county government for position salary and benefits, office space, operational expenses. Estimated operating expenses: \$12,000• Start-up costs including office space, equipment, furniture, fixtures. Estimated start-up expenses: \$7,500• Determination of reporting structure, i.e. Is the position a Department Head level position? Does the position report to an already established department? If so, which department?• Uncertainty of grant opportunities because position is within local government.• Would need to make certain that current economic development activities as performed by the PED do not become fractured by this position. (i.e. the two functions would need to communicate effectively).• Potential for duplication in services between County position and PED functions.

2) Position within Partnership for Economic Development

Potential Opportunities	Potential Challenges
<ul style="list-style-type: none">• County has existing positive relationship with PED.• County could be responsible for portion of costs for the position, such as salary and benefits, but office space and some equipment could be shared.• Potential for control over position responsibilities, duties, salary and benefits, etc. through formal agreement with PED.• Position could work closely with PED on behalf of the County as per the agreement.• PED is already known and has an established presence within the community.	<ul style="list-style-type: none">• Potential for less control over duties of the position.• County could continue to be responsible for an ongoing portion of costs for the position, such as salary and benefits, but with less control over amount.

3) Position as a Non-Profit Entity

Potential Opportunities	Potential Challenges
<ul style="list-style-type: none">• Potential for control over position responsibilities, duties, salary and benefits, etc. through board-appointed advisory committee.• Position could work closely with PED on behalf of the County.• Potential for grants for help fund the function because of its non-profit status.	<ul style="list-style-type: none">• Start-up costs, including personnel costs, 501c3 attainment, office space, equipment and utilities costs. Estimated total expenses: \$115,000• Selection of advisory committee.• Uncertainty of grant opportunities for this type of non-profit.• Uncertainty of ongoing costs in future years if non-profit funding by the county is necessary.• Would need to make certain that current economic development activities as performed by the PED do not become fractured by this non-profit's activities. (i.e. the two functions would need to communicate effectively.)• Potential for duplication in services between County position and PED functions.• Potential for less control over duties and cost of the position as they report to a board-appointed advisory committee.• Staff has found no other models of this organizational structure for the position throughout NC to draw information from.

ADDITIONAL CONSIDERATIONS FOR FUNDING THE FUNCTION / POSITION

- Henderson County has been budgeting for agriculture incentives and projects non-routinely since Fiscal Year 2005-2006 (\$43,811) and then began regularly funding at \$50,000 in Fiscal Year 2007-2008.
- Potential for reallocation of funds to Cooperative Extension budget to offset some expenses for start-up for this program.
- Potential for grants for Farmland Preservation and other similar programs at Federal and State levels.

CONCLUSION

Obviously, there are a number of opportunities for the County to be creative in organizing an Agri-Business Economic Development function and as many, if not more, reasons to consider funding the function, given the components of our local economy and the role that agriculture has historically played in Henderson County.

Position Description:
AGRICULTURAL ECONOMIC DEVELOPMENT DIRECTOR
Polk County, North Carolina

The Polk County Agricultural Economic Development Director (AEDD) will design and implement a comprehensive plan for agricultural economic development that promotes the agriculture, horticulture and forest industries, enhances the economic viability of farming, and expands Polk County's agricultural infrastructure. The plan will be supportive of the previously approved countywide Farmland Protection Plan and will be developed with the input and oversight of the county's Agricultural Advisory/Farmland Preservation Board.

Specific AEDD responsibilities:

The AEDD, with the approval of the Agricultural Advisory/Farmland Preservation Board will:

- a) Develop and promote programs to enhance the productivity, economic vitality and sustainability of the county's agriculture industry and businesses (including growers, agritourism and equine-related, in that order of priority).
- b) Counsel farmers and landowners on agricultural marketing and business development issues.
- c) Work with individuals and organizations to enhance the viability of local agriculture through product diversification, direct marketing, promotion of local products, and value-added opportunities by linking with available expertise.
- d) Help agricultural producers achieve greater profitability by identifying new market opportunities, partnerships and practices.
- e) Oversee the management and continuing development of local farmers markets and promotion of county agriculture resources.
- f) Increase the public's understanding of locally grown products as well as agricultural issues and practices through such initiatives as 1) overseeing creation and maintaining editorial responsibility for a new farm-specific web site; 2) presentations and speeches to community groups, agricultural associations, schools, local businesses and the general public; 3) writing and distributing press releases, 4) coordinating farm presence and involvement at area events.
- g) Promote and administer the preservation of farmland by working with other county departments and private conservation/land bank groups on agricultural and/or conservation easements, purchase of development rights programs, soil and water easements, etc.
- h) Conduct market and other relevant research and feasibility studies; develop databases and maintain statistical data.
- i) Work collaboratively with private agencies, other Polk County departments, Economic Development director/commission, Soil and Water Conservation, Cooperative Extension and others to develop a strategy and programs for agricultural-based economic development.
- j) Help establish and facilitate cooperative buyer and seller groups to enable small producers to benefit from bulk purchase and sale efficiencies.
- k) Coordinate networking between agricultural producers, suppliers, government agencies and all agricultural groups.
- l) Seek grants to support the goals and objectives of the agricultural economic development plan; write and review grant applications and administer grants as awarded.
- m) Maintain positive working relationships with other agriculture-related entities on county, state and federal levels, and with any outside consultants/organizations contracted to provide specialized project expertise.
- n) Provide advice, guidance and expertise on agricultural development plans, policies, trends and related agricultural issues, serving as an advisor to the Board of Commissioners (BOC), County manager and others as requested.
- o) Manage office budgets, policies and procedures.

Polk County AEDD Position Description — page 2**Education/Experience/Skills**

Education: Master's Degree preferred (Bachelor's Degree considered) in agriculture, marketing, business management, public policy or a closely related field; or equivalent occupational experience, with significant related experience in agriculture and marketing.

Experience: A minimum of three years of related experience in agricultural development, agribusiness or agritourism plus knowledge of local, state and federal policies and programs affecting agriculture are preferred.

Knowledge, Skills and Abilities:

- Experience and knowledge of the challenges facing agriculture, preferably in environment(s) similar to Polk County.
 - Understanding of and ability to manage strategic planning process.
 - Ability to plan and manage multiple projects and programs.
 - Capacity to link with available expertise and apply expert information to local situations.
 - Demonstrated ability to successfully market programs and products.
 - Excellent written, verbal and presentation skills (writing sample will be required).
 - Demonstrated ability to secure and administer grants and contracts.
 - Ability to work effectively with a variety of groups and individuals and establish and maintain networks.
 - A commitment and passion for agricultural community economic development.
 - An entrepreneurial mentality/spirit.
 - Computer skills in word processing, spreadsheets, database management and website maintenance.
- Ability to develop and adhere to departmental and program budgets.

Special Requirements

- Willingness to work a flexible schedule, including some weekend and evening commitments.
- Must have a source of transportation to meet job requirements.

Reporting Relationships

For administration purposes the AEDD position will report to the Polk County Manager. Direction and oversight on plan and program development and implementation will be provided by the Agricultural Advisory/Farmland Preservation Board.

Salary Range

Grade 27:

\$37,749.00-\$61,856.00 dependent upon experience

CLASS CODE: 1802
FLSA: EXEMPT

**ORANGE COUNTY, NORTH CAROLINA
JOB DESCRIPTION**

**CLASS TITLE: AGRICULTURAL ECONOMIC DEVELOPMENT COORDINATOR
ECONOMIC DEVELOPMENT DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs administrative work in identifying existing and new market opportunities for local producers. Work involves providing leadership for development of programs and activities that promote agricultural diversification and enhanced viability. Reports to the Economic Development Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides programmatic support for any local farm to cafeteria program through local schools, universities, and hospitals.

Meets with local restaurants and grocers to promote purchase of local products.

Identifies new markets for diversified and value added agricultural products.

Researches available agricultural diversification information; provides information to farmers on an as requested basis.

Conducts outreach in rural and urban areas to help build local agricultural markets including community supported agriculture and farm tours.

Provides assistance to farmers and entrepreneurs for product diversification and business planning.

Develops and produces information about economic development operation for agricultural products and services for use by clients, citizens, and other departments.

Participates in planning and presentations at Orange County Agricultural Summit.

Attends workshops and conferences to bring state of the art options to Orange County farmers.

Coordinates activities with other agencies, departments, citizens, businesses, and volunteers for special events and projects.

Collaborates with existing farm organizations to obtain resources for business planning and brokering products into farmers' hands.

Updates agricultural resource guide.

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Compiles updated survey information for reports.

Updates geographical information system mapping of agricultural parcels and products.

Maintains database of available agricultural land and those seeking agricultural land; works with North Carolina Farm Transition Network and other farm transition network to facilitate contacts between those seeking land and those with land to offer

Receives and/or reviews various records and reports such as weekly professional and industry e-newsletter, farmer/consumer requests, program feedback, internal requests, and external professional inquiries.

Prepares and/or processes various records and reports such as project scopes, electronic mail correspondence, website feedback, grant proposals, and internal communications.

Refers to County/State/Federal laws and policies, County/State/Federal farm program, policy and procedure manuals, publications and reference texts, etc.

Operates a vehicle and a variety of equipment and machinery such as computer, telephone, geographical information system station, etc.

Uses a variety of supplies such as general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Access, Contribute, etc.

Interacts and communicates with various groups and individuals such as County Extension Director, farmers, consumers, external colleagues, internal staff, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs general clerical duties as required, including preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, sending mailings, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires any combination of education and experience equivalent to a Bachelor's degree and one to three years of related experience. Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires medium work that involves walking, standing, stooping, stretching or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or

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limbs in tasks involving very close tolerances or limits of accuracy.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, equipment manuals, schedules, registration forms, etc. Requires the ability to prepare reports, records, correspondence, schedules, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach volunteers. Must be able to communicate effectively and efficiently with persons of varying ages, educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles and light equipment.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree and to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

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PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Economic Development Department as they pertain to the performance of duties of the Agricultural Economic Development Coordinator. Has knowledge of the organization of the Department and of related departments and agencies. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of event planning, agricultural programming, and public relations. Is able to help plan and coordinate the most effective use of personnel and resources to achieve department goals. Is able to help ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Is able to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to assemble information and make written reports and records in a concise, clear and effective manner. Has knowledge of the terminology used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Has knowledge of proper English usage, vocabulary, spelling and basic mathematics. Has knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Has knowledge of how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

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Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

SALARY RANGE: \$42,622-\$68,138

JOB PROFILE – President & Chief Executive Officer

The President & CEO will work with and report directly to the Board of Directors to oversee the day to day operation of the organization including oversight of staff, program implementation and policy adherence. The President & CEO will also represent the organization in the community. The incumbent will formulate and execute long-range plans, build partnerships, relationships and consensus to continue to strengthen the organization. Management activities, include overall budget responsibilities, administering programs to expand the county's tax base, to strengthen the quality and quantity of the workforce, to promote business development by working with the county's existing industrial base and through the recruitment of new industrial investment. This innovative leader will work in collaborative partnership with community and business leaders, governmental officials, and numerous local and regional organizations as the economic development representative for Henderson County.

RESPONSIBILITIES

- Continue and strengthen the existing industry program
- Aggressively Market Henderson County
- Generate lead and client activity that results in quality job creation
- Maintain close working relationships with the NC Department of Commerce, AdvantageWest, CarolinaWest, local municipalities, and county officials
- Maintain affective channels of communication with all levels of government
- Day to day supervision of staff
- Manage the finances and day to day operations of the organization
- Continue work on the product development initiative
- Assist in creating a business climate that will maximize positive economic growth
- Use the ACT! Software to manage leads and contacts
- Fundraising

QUALIFICATIONS

- Proven track record in economic development
- Previous experience working with state, regional and local officials
- Documented history of successful economic development projects
- Ability to deal in diverse climates
- Excellent written and oral communication skills
- Willing to encourage professional development in staff
- Strong leadership skills

Salary Range: \$75,000 - \$100,000 annually. Actual salary will be commiserate with education and experience.
EEOC

Send cover letter and resume to:

Sandy Tallant

stallant@duke-energy.com

Fax: 828-698-2026