

MOORE COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP VICE PRESIDENT POSITION DESCRIPTION

The Vice President serves as the Moore County Economic Development Partnership's (MCEDP) second-in-command, providing strategic and operational leadership for the organization's business development, business retention & expansion, and economic development initiatives, while partnering with the President on broader organizational leadership. The Vice President steps in for the President as needed, including representing MCEDP externally, and provides supervisory oversight of staff and contract service providers. The position reports directly to the President.

DUTIES & RESPONSIBILITIES

Strategic & Organizational Leadership

- Partners with the President in developing, implementing, and evaluating MCEDP's strategic plan and annual goals and objectives.
- Assists the President in developing the annual budget.
- Serves as a key advisor to the President on economic development strategy, competitiveness, and product development priorities (sites & buildings).
- Prepares and/or reviews external communications, reports, and presentations for the Board and public.
- Steps in for the President in their absence, including representing MCEDP externally, overseeing day-to-day operations, and directing staff.

Business Development & Economic Development Leadership

- Oversees MCEDP's business attraction, expansion, and retention strategy; manages client and prospect relationships.
- Leads responses to Requests for Information (RFIs); oversees tracking of lead metrics and economic development indicators.
- Oversees the Business Retention & Expansion (BRE) program, including monthly visits to existing industries and periodic industry-specific gatherings.
- Facilitates development of industrial/commercial sites & buildings through coordination and collaboration with landowners, attorneys, brokers/realtors, utility & infrastructure providers, government officials, and grant agencies.
- Maintains an up-to-date list of available industrial/commercial sites & buildings in collaboration with commercial brokers.
- Works directly with local government officials to support economic development initiatives; provides technical assistance, assists with project coordination, and provides other support as requested.
- Oversees the organization's economic development grant strategy; evaluates grant-eligible projects and ensures compliance with grant reporting requirements; manages relationships with grantmaking agencies.
- Cultivates senior-level relationships with site selectors, commercial real estate brokers, and regional/state economic development partners (e.g., EDPNC, NC Commerce).

Personnel & Program Management

- Directs staff; supervises and oversees contract service providers and interns.
- Oversees organizational operations in the President's absence.

External Relations & Community Engagement

- Represents MCEDP on boards, task forces, and committees, as assigned.
- Establishes, develops, and maintains effective working relationships with local government officials, business owners, community stakeholders, media, the public, and economic development partners at the local, regional, state, and federal levels.
- Speaks publicly and gives presentations to local governments, civic groups, businesses, and the public on economic development issues, trends, services, and plans.
- Supports organizational marketing and fundraising efforts.
- Attends conferences and maintains membership in professional organizations relevant to economic development and MCEDP's mission (e.g., NC Economic Development Association); may also attend trade shows.
- Oversees workforce development efforts; coordinates activities and events with workforce development partners.

General

- Performs other duties, as required or assigned.

KNOWLEDGE, SKILLS & ABILITIES**Knowledge Requirements**

- Thorough understanding of economic development principles, practices, and strategies.
- Thorough understanding of agencies and programs related to urban development.
- Understanding of real estate development practices and development regulations.
- Working understanding of nonprofit governance and organizational management.

Skills Requirements

- Strong planning skills.
- Strong verbal and written communication skills.
- Strong public speaking and presentation skills.
- Strong leadership & staff management skills.
- Strong relationship building and interpersonal skills.
- Effective problem solving and decision-making skills.
- Proficient with Microsoft Office and other standard office applications.
- Effective time management skills.

Abilities

- Read and understand blueprints, drawings, surveys, and other site planning maps and documents.
- Read and understand legal documents such as grant agreements, deeds, and contracts.
- Gather, analyze, and report a variety of data and information.
- Extract and analyze Geographical Information Systems (GIS) data.
- Exercise independent judgment and discretion when representing the organization.
- Represent the organization credibly with elected officials, business executives, and the public.
- Work in a team environment.
- Demonstrate initiative.
- Ability to conduct self in an ethical, professional and respectful manner at all times.

EDUCATION & EXPERIENCE REQUIREMENTS

- Bachelor's degree from an accredited college or university in business administration, public administration, urban planning, or a related field required.
- At least five (5) years of progressively responsible experience in economic development, business attraction, community development, planning, or a related field required, including demonstrated experience in a senior or leadership capacity required.
- At least three (3) years of personnel management experience required.
- Grant management experience preferred.

PHYSICAL REQUIREMENTS

- Required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Frequently required to sit, stand, walk, and drive an automobile.
- Required to climb or balance, stoop, kneel, and crouch.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to lift and/or move up to 25 pounds.

SPECIAL REQUIREMENTS

- Job requires employee to perform duties at and off company site.
- Job requires some travel and may require work outside of normal working hours.
- Possession of a valid Driver's License is required.
- May serve as MCEDP's authorized representative in the President's absence for official purposes as designated by the President or Board.