



1100 Confroy Drive  
Suite 1  
South Boston, VA 24592

**BRIGHTER  
BOLDER  
BUSINESS**

Please post the following job announcement starting December 1, 2019.

### **ASSISTANT DIRECTOR**

The Industrial Development Authority of Halifax County, Virginia (Halifax IDA) is accepting applications for the position of Assistant Director. Halifax County has a population of 34,120 and is conveniently located in the center of Southern Virginia on the North Carolina border, Halifax County offers a relaxed lifestyle with easy access to larger cities like Richmond and Charlottesville, Virginia, and Raleigh-Durham, North Carolina.

The Assistant Director works in conjunction with the Executive Director to plan and manage day-to-day operations of the organization. Broad duties include developing and implementing plans to expand and improve Halifax IDA physical and fiscal holdings, supporting targeted marketing strategies and tactics, coordinating prospect and ally events, developing and coordinating marketing materials, developing and cultivating relationships with economic development and community partners, and assisting the Executive Director in negotiating agreements and contracts.

The preferred candidate will have graduated from an accredited college or university with extensive work in planning, economics, or business administration or the equivalent amount of training and experience in economic development. Strong verbal and written communication skills. A willingness and ability to travel occasionally (day and overnight). County residency is required. The salary is negotiable depending upon qualifications.

#### How to Apply / Contact

Send cover letter, resume and references to Attention: Brian K Brown, Executive Director, Halifax IDA, 1100 Confroy Drive, Suite 1, South Boston, VA 24592. EEO employer.