

Director of Economic Development County of Tazewell, Virginia

Tazewell County Department of Economic Development current seeks an Economic Development Director. Essential functions of the position are to create, manage and implement programs bringing business and industry to the area which create and maintain jobs, increase the County's tax base and add value to the community. Position is responsible for actively attracting new businesses and help existing businesses expand. The successful candidate will lead a Department which will write grants to expand community broadband, develop and manage product (industrial parks and buildings), assist local entrepreneurs, and maintain Economic Development website and other social media platforms. The position develops and implements programs within organizational policies, reports major activities to executives and key stakeholders through conferences and reports, as well as identifying/tracking/pursuing grant programs. The Department includes two fulltime staff and the support of additional County personnel in Administration, Finance, Public Relations and Tourism, and in house legal services. The Director will have a vehicle provided for travel.

Bachelor's degree in business, economics, finance, marketing, public administration or related field, plus a minimum of three years' experience in state or local government economic development. Qualified applicants will have comprehensive knowledge of local and state economic development principles and practices; abilities to independently formulate prospect proposals and negotiate effectively; establish and maintain effective working relationships; prepare clear and comprehensive financial and administrative reports; make effective public or prospect presentations; have exceptional people skills and possess advanced computer skills to develop and deliver state-of-the-art presentations. Position will include supervision of two full-time staff within the department.

Salary DOE/DOQ with VRS retirement and health benefits. The County will accept applications until position is filled. Interested applicants should email application, resume and cover letter to eyoung@tazewellcounty.org. To request a County application or accommodations for disabilities, contact Human Resources at 276-385-1207. Tazewell County, Virginia is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities and veterans. As an Equal Opportunity Employer, we are dedicated to non-discrimination in recruitment, selection, hiring, pay, promotion and retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard for race, color, religion, sex/gender, national origin, disability or protected veteran status. The position will require adherence to the County's personnel policy.