



HENRICOEDA
VIRGINIA • USA

Henrico is the sixth most populous county in Virginia and has the state's fourth largest economy.

Both domestically and internationally, the Henrico EDA targets:
Advanced Manufacturing
Corporate Services
Finance & Insurance
IT and Tech
Health & Life Sciences
Professional Services

We are the primary contact for development in Henrico. FY25 building permit values exceeded \$2.7 billion and further diversified our economy.

With the lowest real estate tax rate (83 cents) of Virginia's 10 largest localities, #1 ranking for retail sales per capita in the state, award-winning parks, neighborhoods and amenities, Henrico is a top destination to live, work and play.

Henrico.com



**More than 55%
of the U.S. population
is within 750 miles
of Henrico.**

HENRICO'S FORTUNE 1000 COMPANIES

ARKO
A Family of Community Brands

GPM
INVESTMENTS

ASGN
Incorporated

OM Owens
& Minor

Altria

BRINKS

Genworth



MARKEL



RECRUITMENT FOR: **EXECUTIVE DIRECTOR** HENRICO ECONOMIC DEVELOPMENT AUTHORITY



HENRICO COUNTY

A vibrant suburban county with 353,770 residents and a land area of 245 square miles in Metro Richmond.

Henrico is home to
Richmond International Airport,
25,000 businesses,
and more than 200,000 jobs.

FAST FACTS

- 45.7% have a bachelor's degree or higher (2023 5-year ACS estimate)
- 93% have high school diploma or higher
- Quadruple AAA bond rating
- 70+ foreign firms

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BUT ENOUGH ABOUT HENRICO. WHAT ABOUT YOU?

Are you ambitious and energetic enough to lead an organization this driven? Do you have the self-starting, collaborative, results-driven work ethic that's needed to take our county – and our team – to the next level?

We need a candidate with the mental agility to analyze data and synthesize complex concepts.

We require an individual who's as passionate as we are about promoting our county's many assets to make Henrico the location of choice for business. We're looking for a strategic thinker with a vision for a stronger, more robust Henrico.

Are we looking for you?



APPLY
henrico.gov/services/jobs

Search - Job Listings

KEYWORD:
EDA

POSITION SUMMARY

Plan, organize, direct, and evaluate the entire operation of the Henrico EDA. Provide effective leadership and management of the organization, and be accountable for sound operations and financial engagement.

ESSENTIAL EXPERIENCE

- Bachelor's degree from an accredited college or university; Master's degree preferred
- Minimum of 10 years of highly visible senior leadership in the economic development arena or equivalent, including at the local level
- Professional economic development certification (CEcD or other) highly considered

PROFESSIONAL SKILLS

- Hands-on experience developing new business prospects and managing projects to successful completion
- Experience developing and maintaining sound working relationships with state and local appointed/elected officials and business and community leaders
- Strong financial management and budgeting experience
- Willingness to travel, including internationally
- Proficiency in Microsoft Office and Customer Relationship Management (CRM) software
- Experience implementing successful marketing initiatives
- Demonstrated track record of executing business deals, real estate transactions, project financing, and public incentive negotiations that have resulted in successful developments
- Significant experience with industrial and commercial projects, including site selection, financing and land acquisition, building development, and infrastructure completion

RESPONSIBILITIES

- Identify and engage potential prospects for job creation and capital investment in Henrico
- Oversee progression of economic development projects and engage in deal negotiations
- Develop and maintain relationships with existing Henrico businesses
- Identify opportunities for local partnership, company, expansion, and business retention needs
- Utilize outreach opportunities to provide a forum for the EDA's message and seek input from local companies on business needs
- Build a strong working relationship with the Henrico County Board of Supervisors, County Manager and staff, the EDA Board, Greater Richmond Partnership, Virginia Economic Development Partnership, and regional and state stakeholders and partners for an effective delivery of services
- Recruit, develop, and retain a talented and high-performing group of economic development professionals
- Manage the day-to-day operations of EDA staff while interacting closely with the EDA Board of Directors
- Initiate, plan, implement, and review a domestic and international marketing program that is cluster based and targeted to specific/selected industries to foster the EDA's message around the globe
- Oversee the management of the EDAs annual \$3.1 million budget and monitor the expenditures of the funds in accordance with the adopted budget
- Execute the EDA 2030 Strategic Plan
- Partner with the County on strategic acquisitions, redevelopment, affordable housing financing, and other measures to contribute to the quality of life in Henrico
- Address fiscal/administrative responsibilities of the EDA as an independent unit of government including audit, cash management, and personnel administration.

