

COUNTY OF FRANKLIN INDUSTRIAL DEVELOPMENT AGENCY
10 Elm Street, Suite 2
Malone, New York 12953

Job Opening:

Title: CEO/Executive Director

The County of Franklin Industrial Development Agency (the "Agency") is seeking to fill the position of CEO/Executive Director of the Agency. The CEO reports to and works in cooperation with the Agency's 7-member appointed Board of Directors. The CEO is responsible for providing leadership for the organization by developing a focused strategy consistent with the Agency's mission to enhance the economic vitality of Franklin County. The CEO is responsible for the overall administration and daily operations of the organization, including the interpretation and implementation of its mission, and all resolutions, orders, programs and projects of the agency. Activities include real estate services associated with business retention, expansion and relocation; marketing support for promoting the communities in Franklin County as prime business locations; account management to retain and expand existing business; grant proposal development and grant administration; property management activities; and administration of other programs and services designed to facilitate the mission. Agency programs and services primarily include the provision of financial assistance to existing and new businesses located within the County. In addition, the CEO will work with the Agency's affiliated entities Franklin County Local Development Corporation ("FCLDC") and Franklin County Civic Development Corporation ("FCCDC") as appointed CEO and CEO in connection with FCLDC and FCCDC programs that include a revolving loan fund for economic development and the provision of tax exempt bond financing for qualified applicants..

Responsibilities and essential duties include, but are not limited to:

- Establishes and promote the goals and objectives of the agency by identifying business and community development needs, fostering growth, examining resources and developing program plans;
- Financial management including budget planning and monitoring, and public sector resource development;
- Assure quality implementation of lending programs and opportunities by planning and achieving program and fiscal objectives, developing business and community growth through enhanced lending opportunities and evaluation of outcomes;
- Maintain agency compliance with various organizational, local, state, and federal policies, procedures and guidelines, including the NYS Public Authority Accountability Act;
- Initiate and/or participate in resource development activities including the submission of grant proposals;
- Oversee and administer transactions including the processing of applications, negotiation of transactions and undertaking required procedures in connection with the Agency's deployment of straight-lease transactions, FCLDC's deployment of loans and FCCDC's issuance of bonds from time to time;
- Representation of the organization in matters related to economic development, locally and regionally, including governmental, educational, community and business oriented programs, forums, and activities;
- Representation of the economic development process in the implementation of the mission, i.e., meet with prospects, site selectors, realtors and other individuals interested in doing business in Franklin County;
- Maintain professional and technical expertise by attending workshops and conferences and establishing professional and personal networks;
- Promote positive agency image and credibility by working in conjunction with the staff of the agency, the County, Towns & Villages as well as funding sources and other community agencies;
- Evaluation of strategic plans and enhancement of organizational systems for continual improvement of the efficiency and effectiveness of the organization;
- Regular communications with the Board of Directors and board committees, including coordination of meetings and committee projects as well as other governmental units when necessary;
- Knowledge of the county, regional, state, national and international economic development trends; and involvement with local, regional and national organizations;
- Other duties as assigned by the Board of Directors.

Key Skills, Abilities, and Qualifications:

- Bachelor's Degree (minimum) and 5 years of non-profit/governmental administration or relevant experience;
- Broad knowledge of business, economic development, public policy, New York State and local government operations, and community development programs and trends;
- Understanding of the principles and operations of nonprofit organizations including, financial management and reporting, by-laws and board of directors' development, fundraising, marketing and advocacy;
- Demonstrated entrepreneurial leadership skills including, ability to galvanize business leaders to work collaboratively with governmental, educational and other constituencies on short- and long-term challenges facing Franklin County communities;
- Outstanding communication skills for written and oral communications, public speaking, negotiation and consensus building and networking and possess the ability to interact with officials at all organizational levels;
- Accurately assess a wide variety of situations, determining appropriate course(s) of action;
- Interpret budgets, policies, procedures, and other written materials;
- Interpret and disseminate information garnered through meetings, seminars and training sessions to peers, supervisors and board of directors;
- Effectively manage multiple tasks and priorities, accept supervision and effectively coordinate all aspects of job duties.
- The preferred candidate will have experience with loan programs (lender experience), Bonds & PILOT programs.

Salary: Commensurate with experience.

Application Instructions

Forward a letter of interest, resume, three professional references and salary requirements to:

By Mail:

Paul J. Ellis, Interim Director
Franklin County IDA
C/O Paul J. Ellis, LLC
PO Box 294
Saranac Lake, NY 12983

By Email:

pjellis.email@gmail.com
(Word or PDF format only)

No Phone Calls.

Application Deadline: April 10, 2017