

Position Description: YSDC Director

Date: July 17, 2024

General Description: The YSDC Director will provide a strategic, cohesive, and collaborative leadership role in strengthening the long-term economic growth of Yellow Springs and Miami Township. The ideal candidate will show up and express the economic development needs and offerings of “45387” at key regional discussions, and will speak for Yellow Springs and Miami Township economic needs as a representative voice.

YSDC Goals:

1. Re-establish and strengthen regional economic development partnerships – renew our seat at the table with regional economic planning, funding, etc.
2. Create and implement a marketing plan to both home-grow and seek growing minority and women-owned businesses, including B-corps and value-added agricultural initiatives
3. Develop regional financial incentive packages – potentials, contacts, etc.

Key Responsibilities

1. Maintain strategic focus on Yellow Springs and Miami Township economic development: actively engage and collaborate with regional partners and establish a solid and diverse network
2. Develop plans to attract and retain businesses and improve economic resiliency
3. Focus on developing and strengthening the local economy to create new jobs and to retain current residents and attract new residents
4. Focus on businesses that can make significant economic impact and diversify the tax base
5. Maintain relationships with commercial realtors and property managers to make available a list of available commercial properties for lease or sale
6. Write proposals for business incentives and seek funding to leverage these

Critical Skills Needed:

1. Ability to create and expand strong partnerships for collaboration and co-creation
2. Marketing and communications outreach proficiency
3. Excellent verbal, written, and interpersonal communications

Additional Skills Desired:

1. Creative thinking and openness for innovative economic development
2. Project management and goal-focused work orientation
3. Leadership competence
4. Negotiation and advocacy
5. Excellent organizational and follow-up abilities
6. Self-driven, takes initiative, multi-tasking
7. Data analysis, computer literate

Position expected to start as a part-time, contract position of 20-30 hours/week. Hours may include days, evenings, and occasional weekends. Limited travel requirements.