



Director of Economic Development
Full Time
Whitfield Murray Campus

Job Summary:

Georgia Northwestern Technical College (GNTC) is seeking qualified applicants for the position of Director of Economic Development to be located on the Whitfield Murray Campus. This position will be required to travel to all campuses and locations to meet operational needs. This position reports to the Vice President of Economic Development and is responsible for the planning, development, administration, and implementation of various economic development program initiatives, including but not limited to, customized contracting training and continuing education programs. This position is 40 hours per week and requires an on-campus work environment presence and does not offer a telework option.

Duties/Responsibilities:

- Conducting industry and community visits within assigned territory in order to establish key relationships;
- Generating and coordinating the operations of customized contract-training opportunities with area employers within assigned territory;
- Coordinating the operations of assigned continuing education programs to ensure maximum operational efficiency on a continuous basis according to established procedures. This includes, but is not limited to, the management of personnel, teaching strategies, overseeing operational and supplemental budgets, reserving space, and ensuring materials and support needs are ordered and delivered in a timely manner;
- Preparing training materials, documents and a variety of manual and electronic documents, files and records (e.g. training proposals/agreements, invoices, etc.);
- Utilizing customer relation management software to organize and manage activity, contacts and files, as well as oversee data collection and program management processes;
- Exercising fiscal prudence by monitoring expenditures and revenues on a continual basis to ensure revenues are earned and expenses are not overspent;
- Planning, conducting, and/or serving as a team member;
- Generating and updating documents regularly to market economic development programs;
- Researching and analyzing programs and operations data;
- As needed, generating regular and ad hoc statistical and informational reports;
- Attending conferences, annual meetings, etc., on behalf of the technical college when needed;
- Other duties as assigned.

Job Competencies:

- Reliable, diplomatic, and exceptional organizational and project management skills;
- Self-motivated, determined, and team-oriented;
- Works well without direct supervision;
- Open and receptive to constructive feedback;
- Demonstrated ability to lead and foster positive team environment;

- Able to work under pressure, meet deadlines, and manage multiple projects simultaneously;
- Proven decision-making and problem-solving skills;
- Skilled in making oral presentations to public and private groups;
- Knowledge of budget management processes and strategies, i.e., ability to develop project proposals and agreements through detailed cost analyses;
- Proficient in the operation of computers and job-related software programs;
- Strong interpersonal skills;
- Skilled in administering surveys to evaluate progress.

Minimum Qualifications:

Bachelor's degree *and* five (5) years of experience in economic development, management, or related field.

Preferred Qualifications:

Experience working in economic development or education a plus. Experience with facilitating leadership and computer skills training. Certifications in any of the following favorable: OSHA Outreach Trainer; Forklift instructor. Experience working in a manufacturing or warehousing/distribution setting.

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$64,000 - \$74,000

Benefits:

Benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401K & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia.

Application Deadline: Open until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Linda McEntire, Floyd County Campus, Building I Room 105, 706-516-5184, lmcentire@gntc.edu.