



## Vice President of Economic Development Full Time

### Job Summary:

Georgia Northwestern Technical College (GNTC) is seeking qualified applicants for Vice President of Economic Development. Reporting to the Executive Vice President and Chief Academic Officer, the Vice President of Economic Development serves as a liaison between the technical college and area business and industry within the assigned service area counties.

The Vice President of Economic Development programs is responsible for the effective and successful implementation of all TCSG sponsored initiatives relevant to this division, locally initiated economic development programs including customized contract training, and locally initiated continuing education programs within service area counties. The vice president shall work in collaboration as a member of the office of economic development to ensure the activities and outcomes of the division are aligned with the college mission statement. The Vice President of Economic Development must work in collaboration with the offices of Academic Affairs, Administrative Services, Adult Education, and Student Affairs and Student Success.

The vice president is actively involved in the recruitment of new business and the expansion of existing businesses within the college's service area and serves as a local point of contact for Georgia Quick Start. Additionally, the vice president develops and maintains partnerships with area Chambers of Commerce, business leaders, local governments, and community development leaders.

This position is 40 hours per week and requires an on-campus work environment presence and does not offer a telework option.

### Major Duties:

- Plans and organizes the daily operation of the department to include some or all of the following: apprenticeships, evening course work, continuing education, off campus activities, industrial projects, customized training and other training opportunities to meet the technical college's mission;
- Assists community leaders in the recruitment of new businesses and the expansion of existing businesses within the service area;
- Develops partnerships with businesses, industries, agencies, schools, community organizations to make community and economic development programs accessible;
- Develops and implements an education plan to ensure staff, space and material are adequate to comply with federal and state guidelines;
- Conducts industry job/training analysis. Plans and designs performance-based training for companies;
- Participates in the strategic planning process of the technical college;
- Promotes, develops, provides instruction and administers staff development and pre-employment training programs in a technical college or industrial setting;
- Requests funds and approves expenditure of funds for economic development efforts;

- Manages and oversees financial/budget operation of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the department;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Conducts regular evaluation of services provided and make adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives; and
- Other duties as assigned.

**Minimum Qualifications:**

Bachelor's degree \*and\* seven (7) years of work-related experience \*OR\* Master's degree \*and\* three (3) years of work-related experience.

**Preferred Qualifications:**

Master's degree \*and\* three (3) years of work-related experience in economic development and workforce development. Experience with the development of required curriculum to meet the needs of area employers and delivering the training requested by companies. Experience with annual budgeting and developing supplemental budgets for customized contract training. Knowledge and use of Modern Campus. Knowledge of Georgia Quick Start and other State of Georgia incentives, including the apprenticeship programs. Experience with program development and implementation, strategic planning, performance evaluation, operational oversight, and fiscal management. Supervisory experience to include the direct supervision of trainers and staff. Exhibited experience in making and implementing challenging decisions (courageous conversations and personnel changes) in a timely fashion. The applicant must be an excellent listener and communicator.

**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.

**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/](http://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.**

## **A Unit of the Technical College System of Georgia**

### **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](mailto:lmcentire@gntc.edu).