

The Industrial Development Board of McMinnville -Warren County, Tennessee Is Seeking a New Executive Director.

The Community

Warren County is in Middle Tennessee and is part of Tennessee's Upper Cumberland Region. Known as the Nursery Capital of the World, Warren County is a naturally diverse area ranging from fertile fields, to majestic mountains, and flowing rivers. Located halfway between Nashville and Chattanooga along the I-24 corridor, our county boasts a four-lane highway that connects I-24 to I-40. Our area offers many recreational and educational opportunities. We have one of the Southeast's most Advanced Robotics and Mechatronics Career Training Centers, Motlow State Community College, and Tennessee College of Applied Technology.

Warren County is blessed with everything businesses need to succeed. A central location and a solid infrastructure put global markets within reach. An exceptional workforce, well-trained in advanced manufacturing, engineering, and robotics, we have a proud work ethic and an eye on business growth. Business and educational partnerships ensure an ongoing focus on technological advancement. We have a lifestyle that allows us to enjoy the natural wonders, music, arts, and culinary adventures all around us. Home to Rock Island State Park, Warren County is a scenic beauty where three rivers converge at the headwaters of Center Hill Lake. You will find big opportunities in one of America's great small towns. Additional information about Warren County can be found at warrencountytn.gov.

The Organization

The Industrial Development Board of McMinnville-Warren County is the Tennessee State Chartered Industrial Development Board for Warren County, TN, and its incorporated City of McMinnville. The organization is governed by a 10- member board of directors. The Board oversees the development of the Mountain View Industrial Park for future development.

Position Description and Qualifications

The Executive Director is the chief executive officer of the organization who reports to the Board of Directors and supervises a staff of two (2) professionals. Ideal candidates should have a proven track record of success, and demonstrate experience and knowledge, in the following areas:

- Performing responsible financial management of an equivalent organization including preparing annual budgets, setting priorities, anticipating problems, formulating, and adjusting policies, and revising plans as needed.
- Understanding of federal, state, and local economic incentives and have the ability to build and sustain strong and healthy partnerships with economic development partner organizations including federal, state, and regional organizations, utilities, education and training entities, etc.
- Interacting with city and county government boards and committees to achieve economic development initiatives.
- Experience in the site location process, including participation in recruiting activities, responding to proposals, and working with industrial prospects or their consultants.
- Knowledge of real estate development and construction practices.
- Developing and implementing strategies and priorities for growth and development of the community.
- Identifying target industries and companies and seeking to recruit industries to locate in the area.
- Developing or overseeing the development of effective marketing and promotional materials, including website, social media, etc.
- Maintaining relationships with existing industries and helping to retain and expand firms.
- Developing and implementing long range planning for the organization.
- Being a visible personality to the local media and broader community and being a liaison with the community regarding economic development activities (i.e., civic clubs, community groups, schools, etc.).
- Maintaining strong familiarity with infrastructure capacity in the community.
- Proficiency in the use of computer technology to develop proposals/presentations, generate correspondence and create spreadsheets using Microsoft Word, Microsoft Excel and Microsoft PowerPoint.
- Maintaining communications with the Board of Directors including progress reporting and timely sharing of the information necessary for the Board to properly oversee the organization.

Candidates should possess and demonstrate the following personal attributes:

- Strong interpersonal skills, including verbal, written, listening, and effective presentation skills.
- Highly motivated and able to inspire and persuade others.
- Engaged, proactive, energetic, creative, visionary, and innovative.
- High level of integrity.

Desired Education and Experience

- Bachelor's degree in business administration, economics, marketing, planning, finance, or other relevant field of study.
- 5 years of progressive business and/or economic development experience or equivalent.
- Training in economic development including recognition as Certified Economic Developer (CEcD) or equivalent is preferred.
- Membership in appropriate economic development professional associations.

Compensation

Salary based upon qualifications and experience. Benefit package includes paid vacation, retirement, health insurance stipend.

Residency Expectations

Candidate selected is expected to reside within Warren County, TN within six months of hire date.

Application and Selection Process

- Interested candidates should submit a cover letter, resume (highlighting desired qualifications listed above and including a list of significant professional accomplishments), and five work related references. References will not be contacted until mutual interest has been established and candidate confidentiality will be respected during the initial selection phase of the process. Candidates selected for interview will be announced publicly.
- Deadline for submission of resumes is March 20, 2023. Interviews for selected finalists will be scheduled as soon as practicable.
- Resumes may be emailed to Director@wcidb.com or mailed to:

Industrial Board of McMinnville- Warren County

Attn: IDB Resume
110 South Court Square
McMinnville, TN 37110