



EXECUTIVE DIRECTOR

BATON ROUGE NORTH ECONOMIC DEVELOPMENT DISTRICT

The Baton Rouge North Economic Development District (political subdivision) seeks a talented individual to serve as its Executive Director. The Executive Director's role is to develop the area within the District to provide substantial economic activity and employment opportunities. Working closely with the 9-member board, the Executive Director will design and implement sustainable, innovative solutions that drive investment, create jobs, strategically advance the economic base, and improve the quality of life within the District.

The ideal candidate has demonstrated success in economic development, including creating programs and incentives to recruit and attract new businesses, growing existing businesses and creating new jobs, and developing strong partnerships and collaborations with the public and private sectors.

The District

The District boasts a combination of geographic, political, and workforce assets with proximity and accessibility to multimodal transportation options, local universities, and colleges. The second largest airport in Louisiana, the Baton Rouge Metropolitan Airport, and the largest Historically Black College and University in the country - Southern University- are located in the District. Various federal, state, and local incentive programs are available for businesses and investors in the District. The latest achievement for the district is the recent opening of the 2.9 million-square-foot Amazon fulfillment center, which has created thousands of jobs for the district.

Essential Functions

Implement and update the District's Strategic Plan and ensure it includes relevant City-Parish, state, national, and international initiatives.

- Communicate frequently with the Board Chair and coordinate with the Executive Committee on prospects, data management, screening of qualified projects, economic incentive proposals, and agreement drafting.
- Perform statistical or frequency analysis and prepare various statistical and narrative reports and presentations to the board and other public entities.
- Develop the District's Annual Report and Budget. Plan and execute targeted local, state, national, and international business development recruitment trips. Develop and maintain professional relationships with clients, developers, consultants, and city, state, national, and international allies through professional contact and participation in related industry organizations.



- Collect data for economic development analysis such as employment trends, commercial buildings and land vacancy, and availability of development sites.
- Collect and update information about the community, including tax rates, school system, housing costs, etc., to present a comprehensive picture of business opportunities.
- Identify areas of opportunity and weaknesses to improve the competitiveness of the District.
- Initiate, develop, and maintain programs to encourage businesses and industries to locate, retain, and expand their business within the District.
- Coordinate and exchange information related to economic development with Chambers of Commerce, City-Parish, and other governmental agencies, such as the Louisiana Workforce Commission, as well as other groups concerned with economic development, such as the Greater Baton Rouge Association of Realtors.
- Serve as a liaison with new businesses and assist them with required permits, including building permits, utility services, fire codes, zoning issues, and certificates of occupancy.
- Assist new businesses in developing relationships with various chambers of commerce and other business networking organizations.
- Assume administrative responsibility for the District Office's daily operation, including budget administration, project tracking, and reporting.

Required Knowledge/Skills/Abilities

- Exercise sound judgment, tact, creativity, resourcefulness, and leadership in dealing with city staff, the public, local government/state/federal officials, committees and boards, and privately owned businesses.
- Meet deadlines, prioritize, and organize work assignments. Work well under pressure and stress and make competent decisions. Work well independently and with others as part of a team.
- Knowledge of common business, governmental, and real estate terminology and practices.
- Demonstrate excellent writing and proofreading skills in developing marketing materials, presentations, reports, and collateral development.
- Be flexible, as responsibilities may require extensive work hours and/or working evenings/weekends, as needed, to attend meetings, prepare briefing presentations, complete analysis and research, or for other responsibilities as assigned and relevant to the job.
- Excellent speaking and presentation skills are required, as this position will present material in public and community meetings.



Required Education, Training, Experience, Certificates, and/or Licenses

- Bachelor's degree in a related field or at least five (5) years of increasingly responsible economic development experience.
- The employee will be responsible for knowing, interpreting, and staying abreast of new developments and implementing relevant federal, state, and local laws, programs, and economic development initiatives and programs, including, but not limited to, workforce development incentives and programs.
- Must possess a valid Louisiana Driver's License and successfully pass a Motor Vehicle Report check

Compensation

- Salary commensurate with experience.

To Apply

- Send current resume and references to BRNEDD (eugene@brnedd.com).