

Lexington-Henderson County Alliance

Executive Director of Economic Development

Duties and Responsibilities

Essential Responsibility – directs economic development initiatives to achieve the goals and objectives outlined by the Economic Development Plan and guided by the Executive Board.

- Execute the strategies, initiatives, and long range planning set forth by the Executive Board.
- Direct economic development for Henderson County, Lexington, Scotts Hill, Sardis and Parker’s Crossroads.
- Complete, submit and present RFI’s and other document resources as needed to recruit business and industry to the county and cities.
- Attend workshops, conferences and web conferences to gain knowledge and updates regarding economic development and recruitment of business and industry.
- Develop and promote available properties providing site specific data for existing industry expansion and small business considering relocation to the county or cities.
- Work with local ID Board, Chamber of Commerce, Utilities/TVA, ECD and WTIA.
- Maintain annual comprehensive wage and benefit survey to enhance recruitment.
- Coordinate and attend the Industrial Roundtable meetings.
- Visit and communicate with local industries and businesses to establish their needs and maintain good relations.
- Attend in-state and out-of-state meetings with companies or individuals to promote the county and cities in order to attract new business.
- Provide assistance in the development of short and long term economic development goals including gathering information and preparing studies, reports and recommendations to achieve such goals. This will involve the acquisition and maintenance of accurate up to date information on utilities, taxes, zoning, transportation, community services, financing tools and incentives in order to respond to RFI’s. Maintaining a positive and corporative working relationship with these associated departments and entities is essential to the success of this position.
- Work with Executive Board to formulate and implement marketing and business attraction strategies.
- Present verbal and/or written quarterly reports to the Executive Board and the Governing Bodies as requested.
- Responsible for a successful economic development strategy guided by the Board, making available all resources that business and industry need in today’s economy.