



# Joint Industrial Development Authority

of Wythe County, Wytheville, and Rural Retreat

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Dr. Alan Hawthorne, Executive Director  
Virginia Goodwin, Administrative Assistant

Linda P. DiYorio, Chairman  
David L. Elmore, Vice Chairman  
Carolyn J. Dankowski  
Jennifer W. Jones  
Thomas W. Jones  
Dana R. Pack  
Foy W. Patton

## *Position Description*

### **ASSOCIATE DIRECTOR**

#### **Joint Industrial Development Authority of Wythe County**

**Basic function**—Under general direction of Executive Director, provides professional staff support to the Joint Industrial Development Authority; implements economic development programs of the Authority with lead responsibility for existing industry program; conducts research and maintains data bases necessary for efficient and effective operations; assists with site visits; interacts with key stakeholders and prospects; communicates effectively through high-quality reports and other materials; assumes responsibilities of organization in executive director's absence; and performs such other related duties as might be assigned.

#### **Example duties:**

- Provides complete, timely, and competent research/analysis for assigned projects and programs.
- Functions as liaison and champion for existing industry, ensuring effective access to potential resources to grow and support local presence.
- Visits local industry regularly to facilitate a strong retention and expansion program.
- Plans and coordinates special events such as local business appreciation week activities.
- Identifies and maintains data base of available sites and buildings.
- Maintains such data bases as are required to measure performance.
- Assists with prospect request for information (RFI) requests and presentation packages.
- Assists with grant applications and management.
- Prepares drafts of newsletter, agenda, and such other communication items in coordination with executive director.
- Performs such other duties as may be required.

#### **Education, Skills, and Experience:**

- Bachelor's degree in business, economics, community development/planning, marketing, public administration or related study
- Two or more years experience in economic development or related field
- Strong communications skills, both written and oral
- Ability to integrate into a small, highly motivated team with a dynamic public service attitude
- Technical proficiency with spreadsheets, word processing, and internet research
- Proven research capability
- Self-starting, highly motivated, requiring little close supervision and instruction

#### **Compensation:**

\$35,000 to \$50,000 plus benefits depending on qualifications.

#### **Equal Opportunity Employer**

Interested candidates should submit **application form** ([www.WytheIDA.org](http://www.WytheIDA.org)) and **current resume with cover letter** to Joint IDA, 190 S. First Street, Wytheville, VA 24382 by COB 02/24/12.