

JANUARY 20
23

HANNIBAL REGIONAL ECONOMIC DEVELOPMENT COUNCIL

EXECUTIVE DIRECTOR SEARCH

POSITION DESCRIPTION

hrede.com

THE
PACE
GROUP

EXECUTIVE DIRECTOR HANNIBAL REGIONAL EDC

Job Summary

General Philosophy:

The Executive Director is responsible for coordinating, planning and implementing economic development programs and activities in Hannibal, Missouri and surrounding areas.

Position Requirements:

- Bachelor's Degree, Related experience
- Certified Economic Development Professional, Preferred
- Strong communication skills
- Attention to detail
- Time management skills
- Ability to motivate and supervise staff
- Financial management & marketing skills
- Expertise with Business Retention & Expansion and Business Attraction efforts
- Residency in one of the member Counties required
- Coordinate all aspects of HREDC daily operations and economic development functions
- Work with developers, government entities and prospective industrial, retail and commercial clients to promote investment in Hannibal and surrounding areas
- Build and maintain strong relationships with local political, educational and business leaders to inspire and implement growth in the Marion and Ralls county area
- Oversee technical and administrative support for the application, qualification of and administration of various loan, grant and tax credit programs available from various funding sources
- Work with existing businesses to enhance profitability and encourage further investment in Hannibal and surrounding areas
- Develop and implement area marketing strategies; comprehensive plan development in cooperation with area municipalities to support economic growth, including direct marketing, business attraction, retention and expansion
- Work with the local Chamber of Commerce and other Civic Organizations to promote economic growth
- Represent HREDC with area Regional Economic Development Groups working together to market the region for economic growth
- Effectively manages and develops the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations
- All other tasks assigned by the HREDC Board of Directors from time to time

IF YOU HAVE ANY QUESTIONS, ARE INTERESTED IN THIS POSITION, OR WOULD LIKE TO MAKE A RECOMMENDATION PLEASE CONTACT US. **WE GUARANTEE THAT WE WILL TREAT OUR CANDIDATES AND CLIENTS WITH THE HIGHEST LEVEL OF RESPECT AND ANY INFORMATION RECEIVED WILL REMAIN CONFIDENTIAL.**

ANTHONY MICHELIC / PRESIDENT

817.915.4156 | anthony@thepacegroup.com

WANDA SULLIVAN / VICE PRESIDENT

662.401.1337 | wanda@thepacegroup.com