

JOB DESCRIPTION: PRESIDENT/EXECUTIVE

REPORTS TO: Chair of the Board of Directors

GENERAL SCOPE OF RESPONSIBILITIES:

The primary functions of this position are to provide for or oversee the operation for all corporate activities including: 1) fiscal management, budgets & forecasts, contract management, regulatory compliance; 2) recommendation and initiation of programs and projects consistent with the corporate mission statement; 3) presentation to others regarding Mifflin County and the surrounding areas as a quality location for new business opportunities; and, 4) facilitating the implementation of economic development projects and programs by others within the Corporation's operating jurisdiction. Specific duties include but are not limited to:

- Direct the daily operations of the Corporation and be responsible for personnel necessary for the operation of the Corporation;
- Function as the Corporation's representative at agencies and functions related to the Corporation's overall mission and goals;
- Manage cash flow and finances per the approved Budget;
- Prepare marketing materials and proposals to encourage businesses to expand or locate in the Mifflin County area;
- Provide, when appropriate, financial feasibility analyses, market analyses, identification of financing sources, and technical support for various public or private development projects;
- Coordinate and consult with lawyers, accountants, various government bureaus, and other professionals in the implementation of corporate activities;
- Guide the development, revisions, and implementation of the Corporate Work Plan;
- Initiate and oversee new programs and projects, including the integration of support with any partnering organizations;
- Maintain knowledge of programs and resources for economic development and related purposes;
- Serve as Assistant Secretary of MCIDA, a public authority, and recommend actions for approval, and implement approved activities.

Minimum Skill Requirements

- Excellent financial and analytical skills; ability to perform detailed research and financial analyses; experience in budgeting and forecasting.
- Ability to work and interact with professionals and colleagues; excellent oral and written communication skills.
- Efficient and effective work habits; familiarity with the use of relevant computer software.
- Experience with Federal, PA, and regional economic development programs.
- Minimum bachelor's degree in Business, Finance, Economics or related field plus 5 years work experience in a related field such as Finance or Economic Development occupations.
- Both scheduled and unscheduled travel should be expected and may be necessary.

Please submit resumes and direct questions to:

Robert P. Postal

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717-242-0393