



Job Description –Director, Business Development & Growth 2024

Join Our Team and Make an Impact on Wayne County!

The Wayne Economic Development Council (WEDC) is a business-led, public-private partnership dedicated to economic development and strategic business and job growth in Wayne County and Northeast Ohio.

General Purpose – WEDC’s business development and growth efforts are an economic development strategy that proactively connects with existing businesses to understand and respond to the needs of the business community. WEDC recognizes the contributions of existing businesses to the local economy, encourages and supports expansion for sustainable job growth, provides assistance to businesses to address challenges, and makes vital connections to local and state resources for successful results.

Primary Responsibilities – Be a valued resource serving the business community to develop, foster, and direct strategic business growth and development within Wayne County by seeking opportunities to retain, expand, attract and create new quality jobs and ensure a strong workforce pipeline. Support WEDC’s economic development activities and initiatives.

Reporting – The Director, Business Development & Growth reports to the WEDC President.

Responsibilities include:

- Establish relationships with the business and agricultural community throughout Wayne County to foster strategic growth and development by identifying growth opportunities and working with local, state, and federal agencies to facilitate retention and expansion.
- Development and oversight of the WEDC “BizConnects” business retention and expansion program, including identifying and coordinating targeted business visits, identifying business assistance needs, providing scope of services needed, providing connections to available incentives and tracking visits, business trends, and services provided.
- Maintain database of leads and projects, track status and provide reports to Team NEO and JobsOhio for Governor’s Cup submission annually.
- Build partnerships among public and private organizations to facilitate and coordinate the delivery of quality services and/or assistance to businesses.
- Manage site selection inquiries, proposal process and request for information pertaining to available land and properties within Wayne County.
- Maintain a database of available properties and work with developers, realtors and area landowners, researching properties and businesses, and facilitating prospect tours.
- Management of Salesforce CRM system database.

- Monitor, track, analyze, and report on relevant economic statistical data and fiscal impact analysis.
- Support the work of the Board of Directors, Advisory Council, and other internal/external committees as assigned.
- Represent the WEDC at select external events as assigned.

Preferred Qualifications – Graduate of an accredited four-year college or university with a minimum of three years of experience in economic development, business management, operations, community development, or public relations.

Knowledge, Skills, and Abilities –

- Experience and knowledge of opportunities and challenges with business development and manufacturing.
- Knowledge of economic development programs, grants, loans, and services available at the state and local level.
- Experience representing organizations in a professional manner and ability to maintain confidentiality.
- Ability to create, develop, execute and manage projects and programs effectively in a fast-paced, results-oriented organizational culture with high expectation levels, deadlines, and deliverables.
- Ability to collaborate, work effectively, and network within a variety of groups, teams, and public/private organizations.
- Excellent written, verbal, and presentation skills.
- Ability to track, analyze, and report on key statistical data and metrics.
- Computer skills in word processing, spreadsheets, presentation development, and database management.
- Flexible schedule to accommodate periodic after hours and weekend requirements, as needed.
- Commitment and passion for economic development and strategic business growth of Wayne County.

Please submit letter of interest and resume to careers@waynecountyedc.com by end of business day on April 30, 2024 or mail to 542 East Liberty St. Wooster, OH 44691.