

The Rush County Economic and Community Development Corporation (ECDC), a primary economic development partner in Rushville and Rush County, seeks a qualified individual to join the economic development team in order to foster public/private partnerships that result in private sector investment and job creation.

### **JOB DESCRIPTION**

The Client Services Manager is a full-time exempt position that reports to the President/CEO. This professional position is responsible for all administrative functions with a special emphasis on project management and workforce development activities. Other activities include, but are not limited to, economic development lead response, phone/email inquiries, accounts payable/receivable processing, coordination/planning of events and meetings, and database/website systems management. This position will be Rushville, Indiana; please indicate willingness to relocate to Rush County in cover letter.

### **Specific Duties and Responsibilities:**

#### Operations:

- Provide administrative support for Rush County ECDC staff, including receipt/distribution of mail, preparation of written correspondence, maintenance of file systems, and activities related to monthly Board meetings.
- Responsible for reporting and ongoing accounts payable/receivable processing, as well as preparation of monthly statements and reports.
- Oversee maintenance and development of statistical and/or informational databases. Perform ongoing updates and maintenance of available sites and buildings inventory. *Must possess an ability to perform effective online research. Proficiency in Excel required.*
- Perform ongoing updates and maintenance of ECDC website through a content management system. *Proficiency with website content management systems preferred.*
- Design marketing and promotional materials for both domestic and international markets using various media. *Experience with Desktop Publishing and social networking tools preferred.*
- Coordinate and execute communications with targeted industry leaders.
- Design and coordinate press releases and other outreach material.

#### Project Management:

- Preparation of initial response for economic development project leads.
- Responsible for coordinating workforce development programs and activities as they pertain to the organization and partners.
- Will assist with coordination of prospect site visits, as well as preparation of customized information packets.
- Responsible for planning and executing special events, such as (but not limited to) Board of Directors Annual Meeting, stakeholder receptions, workshops, and other programs.
- Community or economic-based grant application coordination, with grant research, writing and administration as a desired skill set.

**Education, Experience and Skills Required:**

The ideal candidate will project a professional demeanor at all times. He/she will possess:

- Excellent oral and written communications skills.
- A working knowledge of the Indiana Workforce Development structure preferred
- A working knowledge of economic development or nonprofit organizations, including the principles of economic and community development, volunteer management, program administration, project management, and grant application writing preferred.
- A working knowledge of local and state political structure preferred.
- Ability to exercise discretion and judgment as a normal and recurring part of performing day-to-day duties, including the ability to maintain confidential information and/or discussions.
- Strong public relations skills, with the ability to establish and maintain strong working relationships among diverse groups of people.
- Expertise in Microsoft applications such as Word, Excel, PowerPoint, Outlook, and Publisher.
- Knowledge of social networking tools preferred.
- Knowledge of website content management systems preferred.
- A valid driver's license, reliable transportation, and proof of insurance.
- Ability to perform basic research and analyze data using acceptable research practices, and to formulate alternatives and recommendations
- A minimum of Associate's Degree (Bachelor's degree is preferred) in Business Administration, Marketing, Economic Development, or related field, or the equivalent combination of education and 3-5 years' experience.

**Compensation Package:**

Salary and benefits are commensurate with skills and experience.

**DEADLINE AND SUBMISSION**

Resumes and applications are being collected through March 14th. Interested applicants should contact [johnmccane@rushecdc.org](mailto:johnmccane@rushecdc.org) with their resume and cover letter.