



**Executive Director  
Be Noble Inc.**

**Job Summary:**

The Executive Director serves as the principal for the local economic development organization (LEDO) in Noble County, Indiana.

**Duties Performed:**

- Supervise the overall operation as it involves staffing, strategic planning, projects, programs, and budgets.
- Propose policy changes when appropriate to the Board of Directors for the benefit of countywide economic development.
- Maintain outreach to establish, build, and maintain relationships with economic development partners (industrial realtors, utilities, Chambers of Commerce, railroad representatives, engineering and consulting firms, regional and state agencies, educational entities, and other industrial development personnel and organizations).
- Coordinate with local agencies to recruit new business and business expansions.
- Respond immediately to prospect inquiries and maintain continued contact with prospects.
- Maintain a continuing program of business retention.
- Ensure the organization is executing an effective marketing program promoting the assets of Noble County.
- Develop and implement a general strategic plan of action for short and long term success.
- Represent Noble County in projects undertaken on a regional basis.
- Establish and maintain a positive rapport with news media.
- Coordinate and conduct orientation sessions for new board members and committee volunteers.
- Represent Be Noble Inc. before civic and political organizations.
- Stay informed of current federal, state, and local legislation affecting economic development.
- Perform other related duties required to meet the goals and policy within the guidelines of the Board.

**Education Requirements:**

Degree in economics, business administration, or related field preferred; experience working with local, state and federal government officials and programs; practical experience, with overall basic knowledge of business needs and practices. A minimum of three to five years of economic development experience.

**Special Skills:**

- Must have excellent written and verbal communication skills
- Must be professional and courteous at all times
- Must be self-motivated with strong interpersonal and organizational skills
- Must have valid driver's license
- Must be bondable
- Must possess high degree of confidentiality
- Preferably exhibits initiative to grow professional knowledge by attending appropriate conferences, meetings, and training sessions and extending educational experiences through courses offered by professional trade associations, membership in professional organizations, and systematic reading of job-related journals and publications.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements.