

Oak Ridge Corridor Development Corporation
President
Job Description

Introduction: The Oak Ridge Corridor Development Corporation is a new 501 (c) 3 non-profit corporation funded by the City of Oak Ridge, governed by a 14–18-member Board of Directors that includes elected and appointed leaders, industry leaders, and federal site/contractor representatives. The organization’s purpose is to work with regional partners to promote industrial development in Oak Ridge and more specifically new nuclear development and the growth of a regional supply chain for the nuclear, research, and technology sectors.

Basic Job Functions

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

Under the direction of the Board, the President:

- Serves as the single point of contact for all industrial recruitment efforts
- Directs, plans, leads, coordinates, supervises, and manages industrial development activities for the Oak Ridge Corridor Development Corporation
- Works with key stakeholders such as but not limited to the Industrial Development Board (IDB), Chamber of Commerce, East Tennessee Economic Council (ETEC), City and County Leaders, federal facility directors, contractors, state and federal officials, and others to coordinate a cohesive industrial development effort
- Oversees marketing, recruitment, and negotiations for industrial developments and coordinates incentive packages
- Develops strategies and recruitment targets that support the development of new nuclear, research, and technology sectors, as well as their supply chain
- Develops and implements a strategy to increase the availability of land for industrial development
- Participate as a member of the City’s Department Director Team as time permits

Required Knowledge, Skills, and Abilities

- Principles and practices of economic development
- Organizational and management practices as applied to the analysis and evaluation of economic development programs, policies and operational needs
- Modern and complex principles and practices of program development and administration.
- Economic analysis techniques related to market, feasibility, and impact studies
- Methods and techniques of effective technical report preparation and presentation
- Research methods and sources of information related to economic development
- Negotiation, mediation, and facilitation skills, techniques, and procedures
- Knowledge of applicable laws relating to zoning and environmental issues, real estate, and land use
- Knowledge of workforce development strategies

- Ability to utilize correct grammar, spelling, punctuation, and vocabulary in a succinct manner
- Group dynamics and methods of encouraging citizen participation
- Supervisory responsibilities including recruitment, selection, training, evaluation, and performance management of assigned staff
- Ability to plan, organize, direct, and coordinate the work of professional and technical personnel, delegate authority and responsibility
- Proven administrative and professional leadership and direction for the economic development program
- Ability to identify and respond to community and City Council issues, concerns, and needs
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient economic development services
- Ensure project compliance with federal, state, and local rules, laws and regulations
- Interpret and apply pertinent laws, rules and regulations
- Prepare and analyze technical and administrative reports, statements, and correspondence
- Work effectively with others to achieve personal, team, department, and citywide goals
- Anticipate customer needs and give high priority to customer service and satisfaction

Physical and Work Environment

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work is performed primarily in an office environment, with some field site inspection work required. Field work is performed outdoors in all weather conditions. Position may require travel to a variety of locations to perform work or attend meetings. Employee may be exposed to conditions and hazards from obstacles, heights and open trenches associated with construction sites.

Education and Experience

- Bachelor's degree in Economics, Business Administration, Public Administration, Political Science, or closely related field and seven years of increasingly responsible management experience related to economic development, commercial real estate development, community development, or closely related field.
- Must possess or have the ability to attain State of Tennessee driver's license within 30 days of employment.

Salary: \$120,000+ DOQ

To Apply

Please send a cover letter and resume (electronic submissions only) to:

Mr. Gerald Boyd, Chairman
Oak Ridge Corridor Development Corporation
oakridgecorridordevcorp@gmail.com

On or before Friday November 29, 2024

Questions

Questions may be directed to Randy Hemann, Oak Ridge City Manager at (865) 343-7077 or rhemann@oakridgetn.gov