

BEDFORD COUNTY DEVELOPMENT ASSOCIATION (BCDA)
VICE PRESIDENT
JOB DESCRIPTION

About BCDA:

Mission Statement: To improve the quality of life in Bedford County through economic development while preserving our heritage and natural resources.

The Bedford County Development Association is the first stop for businesses looking to start, expand or relocate to Bedford County. We have a successful track record of growing and recruiting a broad array of world class employers. We own and operate two business centers and three business parks. Our organization has a proactive and diverse board that is committed to community and economic development. We work closely with a broad-cross section of business support organizations and have excellent working relationships with our local, state and federal government officials. We have a passion for creating and retaining jobs, supporting entrepreneurs and enhancing our county's Quality of Life.

Just a couple of hours from Washington DC, Baltimore and Pittsburgh, Bedford County's bucolic countryside offers beautiful scenery, outdoor recreation, farm fresh products, charming downtowns, great schools, a rich history, and a robust business community.

The Vice President will play a significant role in the continued growth and enhancement of Bedford County. It is a position that offers diverse experiences, interaction with creative, caring, smart individuals and the opportunity to make a positive difference in people's lives.

Primary Functions:

- Implements the programs, policies, and activities of BCDA as assigned by the President.
- Performs many aspects of grant administration, performs real estate management of the Business Parks and Business Centers.
- Acts as project manager for priority economic development projects
- Assists with off-site industry visits and business retention efforts.
- Develops and maintains database of industrial sites and demographic information.
- Interfaces with economic and workforce development organizations as assigned by the President.
- Leads outreach and marketing efforts including event coordination.
- Works cooperatively with the President to manage project details and lead the implementation of business attraction and retention efforts.

Characteristic Duties and Accountabilities:

- The Vice President is responsible for maintaining the status of Hess Business Center (HBC) leases, coordinates future infrastructure development work at the business parks, and examines future opportunities to extend the land development business.

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- Performs grant administration by preparing annual applications for funding support to appropriate organizations, completes quarterly grant status reports, narratives, and annual reimbursement requests, as well as helping to expedite approval of any required permits relating to expansion/investment projects.
- Aids in retention of existing businesses in Bedford County by connecting the business with entities that will assist them in solving problems and by helping the business to access the local, state, and federal funding sources for a new project.
- Markets and promotes economic development in the area, provides appropriate consultation to individuals requesting assistance in business start-ups, and expansions.
- Assists the President with business recruitment, helps in screening entrepreneurial candidates/prospects.
- Acts as a project manager and assists in preparation and implementation of financial applications involving funding programs for BCDA and businesses investing in the county. The Vice President monitors all existing Department of Community and Economic Development loans to the county's businesses. Additionally, maintains the Department of Community and Economic Development (DCED) certification, required on an annual basis, by attending conferences and taking/attending classes/webinars regarding financing.
- May perform other duties as requested.

Education/Training:

Bachelor's degree and experience in economic and community development preferred. Must have a high level of organizational skills, ability to work cooperatively with business representatives and other staff. Superior writing, verbal, data presentation, human relations, proficiency with computer skills and analytical skills a must.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This job operates in a professional office environment with some opportunity for remote work. This role routinely uses standard office equipment such as computers, telephones, and photocopiers.

BCDA is an Equal Opportunity Employer.