



## **Development Authority of Mercer County, West Virginia**

### **Job Posting Announcement Executive Director**

**Posted November 1, 2017**

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#### **Overview of Organization**

The Development Authority of Mercer County, West Virginia is the economic development organization for Mercer County. The organization works to promote economic growth and prosperity through business retention and expansion opportunities, new business recruitment, new development and redevelopment strategies, coordinates prospect attraction and visits, coordinates with regional organizations and state agencies, fosters good public relations, provides exposure to the county's plans and assets, champions tourism and quality of life initiatives, and acts as a representative for Mercer County in various capacities. This work is completed with the goal of creating a diverse, sustainable economy which provides employment opportunities for the citizens of Mercer County.

#### **Job Description**

The Development Authority of Mercer County, West Virginia is seeking a seasoned professional to fill the role of Executive Director. The Executive Director serves as the key management officer. The Executive Director reports to the Development Authority Board of Directors with considerable latitude for independent judgement and initiative. Primary duties include, but are not limited to:

- Develops and manages a robust program of business development, existing business retention and support, business incentives, workforce and community development services for Mercer County;
- Develops and executes strategic planning;
- Consults and advises the Board of Directors and elected leaders on land use, development planning, zoning, real estate transactions, and finance options;
- Provides essential information and statistical data for reporting purposes;
- Fosters effective partnerships and involves Mercer County in partnership and collaborations at all levels within the private, public, and non-profit sectors;
- Formulates and oversees the finances and budget of the Development Authority of Mercer County;
- Authors and administers grants and cultivates external resource development; and the
- Manages the organizational governance of the Development Authority of Mercer County;

This position is a full-time, salaried position. The position may require the direction of helpers, volunteers, and employees. The position involves meetings and participation in associations, conferences, and functions outside of normal business hours of 9:00 a.m. to 5:00 p.m. Some overnight travel is involved.

#### **Qualifications and Requirements**

The preferred candidate will hold a bachelor's degree, with a master's degree preferred, in Public or Business Administration, Economics, Real Estate, Urban and Regional Planning or a related field from accredited college/university. Progressive (5+ years) work experience at a level that includes supervision/management of projects and programs in economic development, redevelopment, commercial real estate development, business assistance, public facility or infrastructure development, public and/or private finance, or workforce development should be demonstrated in the candidates work history. Membership in related professional organizations and certification designations are

preferred, but not required. The preferred candidate will display the ability to multitask and prioritize workload, be proficient at Microsoft Office Suite and other such programs, strong communication skills, including verbal, written, and oral.

The selected candidate must possess a valid driver's license. It is preferred that the selected candidate will become a full-time resident or live within a close radius of Mercer County within twelve (12) months of employment. Some exceptions may apply, and will be decided by the Executive Committee. The selected candidate will be subject to a background check and drug test.

### **Compensation and Benefits**

The salary range for the position is \$80,000+, including a performance bonus based upon several variables to be determined. Final salary of the selected candidate is dependent on qualifications. A competitive benefits package is offered.

### **To Apply**

A resume along with three to five references should be sent or emailed to:

Vicky Reed, County Administrator  
Mercer County, West Virginia  
1501 West Main Street  
Princeton, WV 24740  
[mercercocommission@frontiernet.net](mailto:mercercocommission@frontiernet.net)

The deadline for applying for this position is 5:00 p.m. on December 31, 2017 or until the position is filled.

Please note that the job posting reflects the work of the search committee. Changes may be made per the Board of Directors and Executive Committee upon hiring. Mercer County and the Development Authority of Mercer County, West Virginia are Equal Opportunity Employers.

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### **Community Profile**

Mercer County is a community of approximately 62,000 people with six municipalities within the county: Athens, Bluefield, Bramwell, Matoaka, Oakvale, and Princeton (county seat) and several communities. Located in the southern tip of West Virginia, it is at the start of West Virginia's section of I-77 and Route 460 with close proximity to I-64 and I-81. This makes the area an ideal location with half of the nation's population and a third of the Canadian population within a day's drive.

#### Labor

The radius of the drawing area for labor in Mercer County is drawn at 50 miles. This provides an estimated labor force of 250,000 possible workers. The largest fields of employment include healthcare and education in the county. Top employers, per WorkForce West Virginia, include: Mercer County Board of Education, Princeton Community Hospital Association, Inc., Echosphere LLC, Bluefield Regional Medical Center, Wal-Mart Associates Inc., Res-Care Inc., Bluefield State College, Concord University, Southern Highlands Community Mental Health Center Inc., and the West Virginia Department of Highways. The median household income is currently \$34,160.

#### Industry

Established as an entry point into the coalfields of Southern West Virginia the area served as a commercial and banking hub for the region for many decades. Higher education and healthcare services are now the predominant fields of employment. It should also be noted that number of small machinist shops, suppliers to the coal industry, and other entities employ laborers in the county.

Mercer County is still positioned for development well into the new economy. A wide range of buildings are presently available and sites for office, commercial, industrial, manufacturing, and warehousing operations are ready for development. The area's quality stands of hardwoods make the county an attractive location for primary processors and secondary manufacturers of wood products. A U.S. Forest Services Laboratory and the Wood Education and Resource Center located in the county provide assistance in hardwood research, utilization, and marketing.

### Tourism

Over the past decade, the tourism industry has grown to help diversify and support Mercer County. The Bramwell/Bluefield area serves as the southern gateway to the Hatfield-McCoy Trails System, a network of over 600 miles of ATV trails open 365 days a year for riders of every skill level. In 2016, approximately 40,000 permits were sold to ride the trail system. This influx of visitors provides for many opportunities for entrepreneurs to develop lodging facilities and services to riders. Mercer County enjoys a temperate climate well-suited to outdoor activities year round.

### Education

Mercer County is home to several higher education entities including: American National University, Bluefield State College, Concord University, New River Community and Technical College, and Valley College. Bluefield College (Bluefield, Virginia) is located just across the state line. More than 60% of Bluefield State College graduates earn degrees in STEM disciplines including engineering, biology, and nursing. The college also features one of the top robotics programs in the nation. Concord University, a liberal arts college, is the number one public West Virginia institution among regional colleges in the South according to U.S. News and World Report offering undergraduate and graduate degrees. New River Community and Technical College provides accessible and affordable programs to help meet workforce needs in the region. Academics, athletics, and technical education provide K-12 students with a robust curricular experience across Mercer County with schools in each main residential area of the county.

### Healthcare

Bluefield Regional Medical Center, Princeton Community Hospital, Southern Highlands Community Mental Health, HealthSouth Southern Hills Rehabilitation Hospital, The Behavioral Health Pavilion, Mercer County Health Department all provide quality healthcare access to Mercer County and the region. The county also is home to several skilled-care, nursing home facilities.

A more extensive community profile can be found at [www.mercercoeda.com](http://www.mercercoeda.com).