

Director – Noble County Business Development

(Serving the Noble Chamber of Commerce & Noble Community Improvement Corporation)

Job Summary: The Noble County Commissioners are seeking a professional individual to support county-wide business development and the mission of the Noble County Chamber of Commerce & Community Improvement Corporation (CIC) organizations. The candidate will be an independent, self-motivated leader with the ability to connect with businesses, community leaders and elected officials. Must have excellent public speaking skills and maintain a strong social media and web presence. The position will coordinate budgets, monthly financials and board meetings for both organizations. The Director will manage and grow membership, organize fundraising events, and administer project-based grant efforts.

Responsibilities:

- Develop and execute a strategic plan for the Chamber of Commerce, participate in the implementation of the County's overall economic development strategic plan, as applicable.
- Coordinate the day-to-day operations of the office.
- Manage the finances for the Chamber and the CIC (including budget development and oversight, seeking sponsorships and event-based fundraising, coordinating audits and monitoring loans/payments)
- Develop and implement membership recruitment and retention strategies for the Chamber and the CIC
- Represent the County, Chamber and CIC at community and regional events and meetings
- Coordinate Marketing and Communications (social media, print materials, annual reports)
- Other duties as assigned.

Qualifications:

- Degree and/or experience in business, marketing or related field preferred.
- Public speaking and communication skills
- Strong social media and web site skills with experience using for business promotion.
- Ability to cultivate and maintain relationships with community leaders and businesses.
- Fundraising and/or grant writing/administration experience preferred.
- Familiarity with QuickBooks preferred.

Hours & Compensation: Position is full-time with time split between County Business Development, Chamber and CIC organizations. Flexible work schedule; some evenings and weekends required. \$ 48,000 annual salary with Ohio Public Employees Retirement System (OPERS) and county benefits.

To Apply: Please submit a cover letter and resume highlighting your experience and qualifications.

Please respond by EMAIL: btodd@noblecountyohio.gov or by mail:

Noble County Board of Commissioners 200 Courthouse - Caldwell Ohio 43724.

All applications must be received by December 6, 2023 @ 4:00 p.m.