

City of Greenwood – Economic Development Director

Job Title:	Economic Development Director	Job Category:	Exempt
Department/Group:	Mayor's Office	Job Code:	
Location:	City Center 300 South Madison Avenue Greenwood, IN 46142	Travel Required:	Yes
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Director of Human Resources	Supervisor:	Mayor/Deputy Mayor
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S Madison Avenue Greenwood, IN 46142		
Job Purpose:	Provide high quality representation of City to current and future businesses; collaborate and cooperate with local, state, and federal economic development representatives; market the City and its programs; and lead public education and outreach campaigns.		

Duties and Responsibilities:

- Compliance with the Code and Conduct and Ethics as outlined in the Employee Handbook.
- Serve as one of City's primary liaisons to existing and future business opportunities and developers.
- Collaborate, cooperate, and assist representatives from Aspire Johnson County, Indianapolis Chamber of Commerce, Indiana Economic Development Corporation, and relevant federal agencies on economic development opportunities.
- Create, distribute, and manage City marketing materials and branding.
- Manage the City's webpage and social media accounts.
- Lead public education and outreach campaigns for various city agencies, departments, projects, and utilities.
- Expand and maintain City's inventory of photographic and visual assets for marketing.
- Coordinate tax abatement applications and economic incentive offers.
- Act as City spokesperson and media contact person and increase City's media and electronic presence.
- Draft and revise copy for City webpage, press releases, speeches, and marketing materials.
- Plan and facilitate City events, ribbon cuttings, and grand openings.
- Perform other duties as assigned.

Job Requirements:

- **Education:** Four-year college degree, preferably in journalism, public relations, marketing, or related field
- **Experience:** Previous work experience in public relations, journalism, or government is preferred.
- **Skills and Abilities:** Strong written and verbal communication skills, public speaking, photography and videography skills, website and social media development experience, graphic design ability, and possess a valid Indiana driver's license.
- **Physical:** Must be able to sit for long period of time and be able to lift up to 25 pounds. Availability to work evenings and weekends when needed.



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By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____

Approved By: