



10052 N. Highway 27
Rock Spring, GA 30739
706.375.5793

www.northwestgeorgia.us

Job Opening: Post Until March 8, 2024

Position: Executive Director - Northwest Georgia Joint Development Authority

Salary: Commensurate with Experience

Job Summary

The Executive Director of the Northwest Georgia Joint Development Authority is responsible for the daily operations of the joint development authority serving the four counties of Catoosa, Chattooga, Dade, and Walker Counties. The Executive Director answers to and is directly accountable to the board of directors of the Northwest Georgia Joint Development Authority.

Job Duties

- Responsible for implementing all official assignments and policies.
- Responsible for the motivation and supervision of staff.
- Represents the organization and establishes a network of organizational contacts on the national, state, and local levels.
- Works with various prospective businesses from the local to international level in economic development planning.
- Works with all local development authorities to pinpoint areas of strengths and weaknesses in local economic development plans.
- Strives to improve the quality of life and increase community wealth in the four participating county areas by promoting the expansion and growth of existing industry and diversification of the regional economy.
- Facilitates the economic development initiative of the four participating counties through marketing, recruitment, workforce preparedness, small business assistance, business retention, and government relations.

Education and Experience

- Masters degree in economic development, economics, marketing, or public administration preferred.
- At least four years of progressively responsible experience in economic development.
- Any combination of education and experience that has provided the necessary knowledge, skills, and abilities will be considered.
- Experience in managing an economic development authority or Chamber of Commerce is desired.

Knowledge, Skills, and Abilities

- Expertise in State of Georgia economic programs and policies required.
- Ability to communicate and manage effectively with businesses of diverse sizes from small to large.
- Familiarity with planning, zoning, and government regulations and requirements in Georgia and the four counties represented.
- Experience in project management or administration.

PLEASE NOTE:

- All resumes should be submitted to Chip Catlett, Chairman of the Board of Directors for the Northwest Georgia Joint Development Authority nwgajdaresumes@gmail.com.