

**AREA DEVELOPMENT FOUNDATION, INC.**

**MOUNT VERNON, KNOX COUNTY, OHIO**

**PROJECTS COORDINATOR  
POSITION ANNOUNCEMENT**

**Title:** Projects Coordinator

**Position Available:** May 2018 (applications due by April 16, 2018; see below)

**Organizational Structure:** The Area Development Foundation, Inc. (the “**Foundation**”) was created in the mid-1950s by unusually forward-thinking community leaders to develop the Mount Vernon Enterprise Complex. In the 1980s, the Foundation grew its focus to encompass all Knox County, and today stands as the central clearinghouse for economic development expertise and activities in Knox County. This involves responsibilities from negotiating public-private development deals to problem-solving / government relations-type work for employers in the county.

The organization is incredibly dynamic, handling a high volume of interest from local, regional, and state-level stakeholders interested in development opportunities in Knox County. This is not a typical 9-to-5 working environment, as staff are called upon to handle a range of work tasks and responsibilities that change daily.

**Job Brief:** Under the general supervision of the President, the Projects Coordinator provides a high-level of detail-oriented administrative direction and support to the Foundation. This position exercises judgment and discretion across many facets of the Foundation to keep the organization running soundly and smoothly in completing its various tasks, including those involving real estate acquisition and disposition, business recruitment and public relations, and community planning and economic development.

The work of the Projects Coordinator will include, but not necessarily be limited to, the following:

- Works independently across the Foundation’s strategic focus areas to update and maintain project files, interact with stakeholders, process applications and annual reports, schedule meetings, and respond to inquiries and requests for information.
- Interacts closely with Foundation staff at the initial or preliminary stages to prepare, review, file, and process project documents, including but not limited to real estate documents, grant applications and information requests, policies and procedures documents, public notices, regulatory filings, and various legal documents.
- Takes a lead role in ensuring the Foundation’s relevant project files (in digital and/or in paper formats) are at all times accessible, current, and well-organized.
- Implements the Foundation’s out-facing communication channels under the supervision of the President and in partnership with other Foundation staff, to include managing the organization’s volume of US Mail, updating social media platforms, issuing public notices, and helping arrange public meetings.

- Prepares and distributes official minutes and meeting materials for events held by the Foundation and partner organizations.
- Maintains lists and data related to people (i.e., the Foundation's Board and general members) and property (i.e., real property held or marketed by the Foundation).
- Assists the President in managing contractual relationships with third parties for the provision of services to the Foundation or allied organizations.
- Organizes the Foundation's planned events and meeting sessions, oversees the office's functionalities, and regularly interacts with Board members, elected officials, key community stakeholders, and the general public.
- Assists in the tracking of active property tax exemptions in Knox County, including handing annual reports and soliciting fee payments from participating companies.
- Accompanies the Foundation President to, and/or independently represents the Foundation at, community and organization meetings.
- Expected to answer the Foundation's phone on a regular basis.
- Additional duties as required, in-line with the Foundation's defined strategic goals and development initiatives.

**Knowledge, Skills and Abilities:** The Projects Coordinator should have education and/or experience in one or more of the following areas: pre-law, paralegal studies, humanities, urban planning, business or public administration, or another related field. The successful candidate will clearly demonstrate the following attributes necessary to the job:

- Commitment to the mission of the Foundation to develop economic and community opportunities across Knox County.
- Comfortable working in a fast-paced office with priorities that may change daily; one never knows what the next ringing phone call will require of the Foundation's staff.
- Exemplary interpersonal skills.
- Persistent and excellent follow-through.
- Strong oral and written communication abilities.
- Resourceful problem solver with attention to details.
- Ability to meet deadlines, use time efficiently, prioritize work obligations, and work independently and effectively as a team member.
- Ability to handle difficult situations and conflicts with a positive attitude and professionalism.
- Trustworthy with sensitive information obtained through the role as to local companies' hiring plans, expansion opportunities, pending shut-downs, etc. Willing to enter into a confidentiality arrangement with the Foundation President and Board to safeguard information and prevent sharing.
- Ability to maintain a professional, positive image within the community and with stakeholders, community residents, vendors, elected officials, and other staff members.
- Ability to climb stairs and sit for long periods of time in front of a computer.
- Proficient skill with office software, including Microsoft Office and Excel; familiarity with Apple products and software a plus

**Work Conditions:** Extended working hours from time-to-time.

Persons interested in this position should **submit a resume and cover letter no later than 5:00 p.m. on Monday, April 16, 2018**, to the attention of:

Area Development Foundation, Inc.  
Attn: Hiring Committee  
P.O. Box 29  
Mount Vernon, OH 43050

Questions should be directed to Jeffry Harris at (740) 393-3806.

The Area Development Foundation, Inc. is an equal opportunity employer.

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