

**AREA DEVELOPMENT FOUNDATION, INC.**

**MOUNT VERNON, KNOX COUNTY, OHIO**

**VICE-PRESIDENT  
POSITION ANNOUNCEMENT**

**Title:** Vice-President

**Position Available:** September 2018 (applications due by August 31, 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.

Of particular relevance to this position, the Foundation is charged with administering the **Knox County Land Bank**, a non-profit entity formed under Ohio law to reclaim, rehabilitate, and reutilize vacant, abandoned, tax-delinquent, and other priority properties in the county. This position will directly serve as staff support to the Land Bank, generally overseeing its daily operations.

Further, the Foundation has assumed a role of helping local political jurisdictions and community groups with obtaining professional planning services, as well as directly providing **community planning-related advice and recommendations** to individuals and entities in need of assistance. This position will augment and enhance the Foundation’s in-house city and regional planning knowledge and expertise in service to constituent groups in the county.

**Job Brief:** Under the general supervision of the President, the Vice-President is a professional-level administrator providing a high-level of detail-oriented independent direction and support to the Foundation as well as the Knox County Land Bank. This position exercises judgment and discretion across many facets of the Foundation and the Land Bank to ensure both organizations run soundly and smoothly in completing their various tasks, including those involving real estate acquisition and disposition, business recruitment and public relations, and city and regional planning and economic development.

The work of the Vice President will include, but not necessarily be limited to, the following:

- The Vice-President provides daily administrative support and guidance to the Knox County Land Bank, overseeing its operations to reclaim, rehabilitate, and reutilize properties within Knox County. This will include, but is not limited to, interacting with the Knox County Treasurer, Prosecutor, and Common Pleas Court to effectuate property acquisition via the foreclosure process, filing all required documents and reports, helping develop a web presence, and soliciting grant assistance from private, government, and non-profit sources.
- The Vice-President also serves in a leadership staff position with the Foundation, assisting the President in representing the Foundation, completing assigned tasks on behalf of the organization, and otherwise addressing matters for the Foundation in a timely manner as called upon.
- The Vice-President will provide sound planning advice, based on his or her training and experience, to local constituent groups and political jurisdictions in need of information as to city and regional planning best practices. In addition, the Vice-President will liaise with funding organizations to ensure timely and professional completion of comprehensive planning efforts across Knox County. Once such plans are complete, the Vice-President will strive to assist the respective communities with implementing their planning visions.
- The Vice-President will assist the President in managing and promptly responding to all incoming business prospect inquiries for available properties, including leads sourced from JobsOhio, Columbus2020, private companies, and real estate brokers as needed.
- The Vice-President will manage and keep updated an active property listing database for the Foundation's commercial property listings in Knox County as well as the Land Bank's targeted and/or acquired properties.
- The Vice-President will serve as the staff support for the Mount Vernon Community Improvement Corporation.
- The Vice-President will join, and represent the Foundation and the Land Bank before, local partner organizations (e.g., the Knox County Realtors Association) as well as at regional and national events and conferences, including land bank symposia and regional gatherings of commercial real estate professionals;
- The Vice-President will assist the President in all manner of enforcing restrictive covenants within the Mount Vernon Enterprise Park and other properties managed or otherwise prioritized by the Foundation or the Land Bank.
- Additional duties as required, in-line with the Foundation's defined strategic goals and development initiatives.

**Knowledge, Skills and Abilities:** The Vice-President should have education and/or experience in one or more of the following areas: urban planning, business or public administration, or other related field, or at least three years' work experience in a relevant corporate, real estate, legal, or public sector professional setting. 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.
- 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; walking and inspecting buildings and sites, some of which may be in poor or unsafe conditions.

Persons interested in this position should **submit a resume and cover letter no later than 5:00 p.m. on Friday, August 31, 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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