

THRIVE ALLEN COUNTY

Job title	<i>Economic Development Director</i>
Reports to	<i>Vice President of Economic Development</i>

Job Overview

The Economic Development Director supports day-to-day implementation of economic development strategies, including business outreach, workforce coordination, site readiness, and community development initiatives. The Director works collaboratively with businesses, local governments, state partners, and community organizations to advance job creation, support existing employers, and enhance the region's competitiveness.

This role requires a relationship-driven, organized professional who thrives in a fast-paced, project-based environment where daily tasks can change quickly. A commitment to being a continuous learner is essential—economic development evolves rapidly, and staying informed ensures our community stays competitive.

Duties

Business Retention, Expansion & Support (BRE)

- Conduct regular outreach visits with local employers to understand needs, challenges, and opportunities.

Workforce, Talent & Education Partnerships

- Support countywide workforce programs such as apprenticeships, job fairs, microinternships, and training initiatives.
- Coordinate with schools, Allen Community College, KansasWorks, and industry partners to align talent pipelines.
- Assist with career awareness efforts, youth engagement activities, and workforce marketing.

Site Development & Infrastructure Readiness

- Maintain inventory of available industrial and commercial properties.
- Assist in gathering utility, zoning, infrastructure, and transportation data.
- Support site readiness efforts with city/county leaders, engineering teams, utilities, and property owners.

Entrepreneurship & Small Business Support

- Connect entrepreneurs and small business owners with coaching, financing, and resource partners.
- Support programs such as makerspace trainings, entrepreneurial workshops, and business bootcamps.

Community Development & Quality-of-Life Projects

- Support placemaking, recreation, tourism, and neighborhood improvement initiatives.
- Assist with community events, engagement activities, and partner-driven projects.

Marketing, Communications & Outreach

- Support marketing materials, including flyers, presentations, social media content, and web updates.
- Maintain updated program and site information.
- Represent Economic Development at meetings, events, and regional convenings.

Research, Data & Reporting

- Track economic development metrics, workforce data, and program outcomes.
- Assist in preparing reports, dashboards, and board materials.
- Conduct research on industry trends, best practices, and workforce needs.

Other responsibilities

- Perform miscellaneous tasks that arise during fast-moving projects.
- Adapt to shifting priorities and emerging opportunities.
- Support special initiatives, events, and cross-department work as needed
- Track employer data and trends to support strategic planning.
- Coordinate follow-up support services such as workforce resources, training programs, permitting assistance, and state/local partner connections.
- Foster a strong, supportive climate for local businesses of all sizes.

Qualifications

- 3–5 years of experience in economic development, workforce development, community development, sales, or related fields preferred.
- Continuous learner is essential.
- Preferred Bachelor's degree in business, public administration, planning, economic development, or related field (or equivalent experience).
- Strong organizational and multitasking skills.
- Excellent communication, relationship-building, and collaboration abilities.
- Ability to analyze data and prepare clear reports.
- Familiarity with rural economic development or Kansas Commerce programs is a plus.
- Proficiency with Microsoft Office and willingness to learn new tools.

More Information

- Thrive is an EOE.
- Compensation and Benefits: Competitive salary ranging between \$50,000-\$70,000, depending on experience. Exempt, salaried position with medical, dental, and vision benefits and 100% of premiums paid by employer, IRA with 3% employer match, life insurance, 120 hours of paid vacation a year, and 11 paid holidays.
- Thrive places a high priority on team players and community-minded individuals.
- Working conditions: Office-based with frequent local travel; frequent evening/weekend work. Eligible candidates must be able to work evenings and weekends as needed.

Job Type: Full-time

Pay: \$50,000.00 - \$70,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Work Location: In person

To apply send your resume, cover letter, and writing sample to jobs@thriveallencounty.org