

## **Position Opening: Executive Director, Albion Economic Development Corporation**

Join our vibrant community as the next Albion Economic Development Corporation (AEDC) Executive Director. We are looking for a strategic and collaborative leader to play a leading role in shaping the future and directing the growth of a unique, historical college town in the midst of an energetic economic renaissance.

AEDC focuses on driving economic revitalization by attracting businesses, supporting workforce development, and investing in strategic infrastructure to create a vibrant community where residents can live, work, and thrive.

We are looking for a leader that reflects AEDC's values and vision.

As the leader of the AEDC, you will guide strategic economic development, lead and support growth and collaboration initiatives, and leverage AEDC's property portfolio and other tools to meet AEDC's long- and short-term goals.

You will also be responsible for building strong relationships with community, regional, and state organizations to maximize Albion's opportunities for economic growth.

### **Current activities you will lead include but are not limited to:**

- Continuing development and marketing of Albion's industrial parks.
- Acquiring and administrating relevant federal, state, and local grants and funding sources to facilitate home improvements, affordable housing, business expansion, and other economic initiatives.
- Providing business coaching support for existing, expanding and new Albion area businesses.

**Required skills:** We are looking for an energetic leader with a focus on collaboration, innovation, and measurable success. AEDC's ideal candidate will demonstrate:

- Relationship Building: Forming trusted relationships with stakeholders at local, regional, and state levels.
- Strategic Thinking: Reflecting and acting strategically with critical analysis, long term vision, and proactive problem solving.
- Operational Management: Managing the organization with fiscal integrity and stewardship.
- Boardsmanship: Working collaboratively with a volunteer board to realize the board's mission and goals.
- Leadership and Management: Leading, supporting, motivating, and managing a team of career and volunteer staff.

## Education and Experience

- A bachelor's degree in a related field is required (e.g., business, economics, public administration); a master's degree is preferred.
- Extensive experience in economic development, business management, commercial real estate development, business education, or a related field is essential.

Annual Salary Range: \$80,000 – \$110,000

## Application Special Instructions

Send cover letter and resume to:

Bruce Nelson  
Interim Executive Director  
Albion Economic Development Corporation  
[bnelson@albionedc.org](mailto:bnelson@albionedc.org)