**Growth and Retention Manager**

The Ohio County Development Authority (OCDA) is looking for a dynamic leader to help develop, coordinate, and manage the strategies and activities of a new full-time **Growth and Retention (G&R) Manager** position. This role will primarily focus on solutions to sustain the current county population and businesses in addition to fostering new population (remote workers and others) and small business growth throughout Ohio County, WV. This position will work in collaboration with many partnering organizations throughout the county and with state and federal delegation representatives and agencies to help activate/engage many segments of the local community, such as, but not limited to, housing/real estate development, entrepreneurship/business, healthcare, education, transportation, community non-profits, infrastructure, entertainment/life style, park system, arts/culture, religious, public safety, and many others in the Wheeling/Ohio County area.

Ohio County and the greater Wheeling area is an ideal place to raise a family in a safe and friendly area with wonderful quality of life activities and opportunities. We are not only the Friendly City, but we are the Friendly Area. We recognize our historical background/culture, natural beauty, and many other wonderful amenities and assets and believe Ohio County/Wheeling is the perfect place for individuals and families to Live, Work, and Play.

This position will report to and accept direction on developed strategies from the Chairperson of the G&R Team Committee, the G&R Committee, and the County Administrator as applicable.

**Position Requirements:**

* Must have a bachelors’ degree in business, government/community affairs, or related field.
* Must have at least 7 years of experience with managing or supporting economic growth and development projects.
* Must be able to drive results through effective relationship building and project management
* Must have experiences with data and research procurement and analysis
* Previous experience in business and economic development experience a plus.
* Must be able network with many different communities and groups effectively.
* Beneficial to have a connection to the Ohio County / Wheeling area.
* Previous experience with government representatives/agencies at local, WV state, and federal levels of government preferred .
* Must be able to tell the Ohio County/Wheeling story well and have great verbal and written communication skills.
* Must be politically savvy.
* Must be a high-end user of Microsoft office and other related technologies/systems.

**Primary Responsibilities:**

* Develop a plan to achieve the goals/objectives and capture the vision of the Growth and Retention Committee
* Set SMART goals for attracting population to Wheeling-Ohio County areas (and broader areas in the future).
* Monitor population increase or decrease and report to the Committee/Team and set strategies/tactics/programs to support the continuous increase in population, while helping to support the retention of population through other community groups, committee members and their teams.
* Identify gaps in work being done already by members of the Team and encourage collaboration and partnerships towards the growth and retention goals, using in kind resources effectively and efficiently.
* When appropriate, work with developers/investors to help them navigate processes to be successful in the County and collaborate with the City to direct to the appropriate organizations for further follow up and direction
* Identify strategies to improve real estate opportunities for both businesses and individuals; collaborate with local realtors; identify specific housing needs (for example, the need for homes in the $150,000-$300,000 range; is there a need for high-end rentals, etc.)
* Develop on-going communication with the G&R Committee and identified stakeholder groups (healthcare, education, entertainment, business (by industries), marketing, banking, government, non-profits, hospitality, real-estate, law makers, other state or federal agencies, creative/arts communities, etc.) and meet with them regularly to better inform marketing strategies, collect data, and filling in any gaps with support from other organizations or their designated representatives. Form new groups as needed or directed.
* Identify and report back on infrastructure and broadband needs for business and population growth
* Identify and execute collaborative marketing strategies to reach established goals and utilize available resources appropriately.
* Research funding for the future of the position and program; write or outsource appropriate grants for any of the above as well as for the growth/retention team itself
* Explore opportunities to attract, build, and grow a community of entrepreneurs with other community and G&R partners.
* Explore opportunities to develop a tech industry community in Wheeling/Ohio County in collaboration with other partners and community groups
* Explore opportunities to grow a cultural district/region utilizing existing resources such as Oglebay Institute, the Capitol Theatre, and other arts organizations and venues.
* Work on a plan and collaborate to help attract major investors with other economic and development organizations
* Identify quality of life issues that need to be addressed, based upon facts and statistics, and report back to the Committee on next steps and develop a plan with community groups to help achieve.
* Work with members of the Committee or their designees to maintain and update data and statistics relevant to the region in regard to housing, cost of living, healthcare, education, infrastructure, etc., that would be measurable and could be shared with potential developers and/or anyone interested in relocating to the area.
* Hep create tools and data dashboards for reporting key details about the progress
* Coordinate an overarching marketing strategy session and follow up with Committee partner representatives and within the marketing industry within Ohio County/Wheeling. Help to support and coordinate the execution of marketing initiatives.
* Create a plan of networking and other opportunities/events with Committee members or their representatives for new business and investors, and visitor opportunities.
* Must be able to perform any administrative and operational functions as needed.
* Perform other duties as assigned or directed by the Chair of the Committee and/or the OCDA Administrator.

**Benefits:** All OCDA full-time benefits, including health, dental, vision, life, paid time off, retirement per the eligibility requirements.

**Compensation:** Commensurate with background and experience level.

All qualified candidates should apply by submitting a resume, cover letter, and list of professional reference letters (at least 2) to the Growth and Retention Team Hiring Committee – Attention: Ohio County Administrator **by no later than 5:00 pm, September 22, 2023.**

**Equal Opportunity Employer**