318 Main Street, Suite 400
Evansville, IN 47708
812-423-2020
Evansvilleregion.com

POSITION DESCRIPTION:
Chief Economic Development Officer

Effective: May 2026
Type: Full-time, Exempt
Reports to: President & CEO

Role Overview

The Chief Economic Development Officer (CEDO) serves as a key member of the executive leadership team and is responsible for the strategic direction, execution, and performance of regional economic development initiatives for the Evansville Regional Economic Partnership (E-REP).

This role provides visionary leadership to drive business attraction, retention, expansion, and overall economic vitality across the Evansville Region. The CEDO leads the development and implementation of strategies that generate job growth, capital investment, and increased regional competitiveness while aligning public and private sector partners around shared economic priorities.

The CEDO operates with a high degree of autonomy and accountability, serving as the primary leader for economic development efforts and as a principal representative of the organization to business leaders, site selectors, government officials, and regional stakeholders.

Scope of Work

Strategic Leadership & Economic Development Execution

- Develop and implement a comprehensive regional economic development strategy aligned with E-REP's mission and strategic plan
- Establish measurable goals related to job creation, capital investment, business growth, and regional competitiveness
- Lead the identification, pursuit, and execution of economic development projects, including business attraction and expansion opportunities
- Maintain and manage a robust pipeline of prospective projects and investments
- Monitor economic trends, industry shifts, and competitive positioning to inform strategy

Business Attraction, Retention & Expansion (BRE)

- Build and maintain relationships with site selectors, developers, corporate executives, and industry leaders
- Oversee and continuously improve Business Retention & Expansion (BRE) programs to support existing employers
- Lead responses to Requests for Information (RFIs), site visits, and project negotiations
- Position the Evansville Region as a competitive location for targeted industries

Stakeholder & Government Relations

- Serve as a primary liaison to local, regional, and state government officials, economic development partners, and funding entities
- Cultivate strong partnerships with municipalities, counties, utilities, educational institutions, and regional organizations
- Align public and private sector stakeholders around shared economic development priorities
- Represent E-REP in regional, state, and national economic development forums

Organizational & Team Leadership

- Provide leadership, direction, and oversight for the Economic and Community Development team
- Establish clear goals, performance expectations, and accountability measures for staff
- Build organizational capacity through effective team structure, systems, and processes
- Foster a culture of high performance, collaboration, and continuous improvement
- Ensure alignment between economic development, workforce, marketing, and entrepreneurship initiatives

Funding, Partnerships & Resource Development

- Support the development and execution of public and private funding strategies, including contracts, grants, and fee-for-service models
- Collaborate with executive leadership to align economic development initiatives with organizational revenue goals
- Identify and secure resources necessary to advance strategic initiatives and major projects
- Ensure responsible stewardship of budgets and financial resources within the department

Executive Leadership & Communication

- Serve as a key advisor to the President & CEO on economic development strategy and regional priorities
- Provide regular updates to the CEO, Board of Directors, and key stakeholders on progress, challenges, and opportunities
- Represent E-REP publicly with professionalism, credibility, and strong executive presence
- Maintain clear and consistent communication across internal teams and external partners

Key Qualifications and Personal Attributes:

Performance Metrics & Success Measures

The Chief Economic Development Officer is accountable for delivering measurable outcomes that advance the economic vitality and competitiveness of the Evansville Region. Performance will be evaluated based on a combination of quantitative results and strategic impact, including:

Economic Impact

- Number of jobs created and retained within the region
- Total capital investment generated from economic development projects
- Number and quality of business attraction and expansion projects completed
- Growth and health of the active project pipeline

Business Engagement & Regional Competitiveness

- Number and effectiveness of Business Retention & Expansion (BRE) engagements
- Responsiveness and success rate on Requests for Information (RFIs) and site selection inquiries

- Strength and growth of relationships with site selectors, developers, and corporate decision-makers
- Positioning of the Evansville Region within target industries and markets

Revenue & Resource Development

- Securing and managing public sector contracts, grants, and funding agreements tied to economic development initiatives
- Development and execution of fee-for-service models or partnership-based funding strategies
- Contribution to organizational revenue goals through economic development programming and partnerships
- Alignment of economic development initiatives with sustainable funding sources

Organizational Leadership

- Effectiveness in building and leading a high-performing Economic and Community Development team
- Implementation of efficient systems, processes, and reporting structures
- Cross-functional alignment with workforce, marketing, and entrepreneurship initiatives
- Retention, development, and engagement of team members

Stakeholder & Community Impact

- Strength and effectiveness of partnerships with public and private stakeholders
- Engagement with local, regional, and state leadership
- Advancement of strategic regional priorities and initiatives
- Overall contribution to the reputation and influence of E-REP

Qualifications & Experience

Education

- Bachelor's degree required; master's degree in economic development, public administration, business, or related field preferred

Experience

- Minimum of 10 years of progressively responsible experience in economic development, business development, public-private partnerships, or a related field
- Demonstrated success in leading economic development initiatives that result in job creation, capital investment, and business growth
- Experience working with or within government entities, regional partnerships, or economic development organizations
- Proven ability to develop and manage relationships with corporate executives, site selectors, developers, and key stakeholders
- Experience securing funding through public contracts, grants, or partnership-based revenue models strongly preferred
- Prior leadership experience managing teams, budgets, and complex initiatives

Core Competencies

- **Strategic Leadership**
  Ability to develop long-term strategies, anticipate economic trends, and position the region for sustained growth
- **Business Acumen**
  Strong understanding of economic drivers, financial analysis, deal structuring, and market dynamics

- **Relationship Management & Influence**
  Skilled at building trust and credibility with diverse stakeholders, including executives, elected officials, and community leaders
- **Execution & Results Orientation**
  Proven ability to move initiatives from concept to completion and deliver measurable outcomes
- **Political & Organizational Awareness**
  Understands the dynamics of public-private partnerships and can navigate complex environments effectively
- **Communication & Executive Presence**
  Exceptional verbal and written communication skills with the ability to represent the organization at the highest levels

About the Evansville Regional Economic Partnership:

The primary mission of E-REP is to encourage business attraction and expansion, job creation, and business investment to foster and promote a thriving economy throughout Southwest Indiana. E-REP provides a comprehensive set of supports and services and is the single point of contact for companies looking to locate or expand in Southwest Indiana. In addition, through effective and ongoing advocacy efforts, E-REP represents a powerful voice in promoting policies that foster a more business friendly environment throughout the region.

Guiding Principles for E-REP:

- Operates regionally
- Commitment to equitable prosperity
- Small business is front and center
- Leverage the unique value of both the public and private sectors in delivering success
- Advances regional prosperity and global relevance

More information can be found at https://evansvilleregion.com