The Ada Jobs Foundation is the lead economic development organization in Pontotoc County, Oklahoma which is located approximately 90 miles SE of Oklahoma City. The AJF seeks qualified candidates for the position of Economic Development Specialist.

This is an exciting opportunity for an aggressive, self-starter to build/further their economic development professional career. The candidate will play an instrumental role in guiding the community’s current and future development. Under general supervision, the candidate will assist with business attraction, retention/expansion, entrepreneurial, and community development strategies. AJF takes a holistic approach to economic development and have developed innovative programs for entrepreneurship, advocacy, talent attraction, quality of place, workforce pipeline development, et. al.

The successful candidate will report to the CEO and will be an integral player in a small office performing many different economic development operations. Since the adoption of the most recent economic development plan in March 2014, the AJF has been actively implementing the goals and objectives. The candidate should have knowledge of econometric and geospatial forecasting models/tools and must have the ability to prepare technical reports for consumption by the Board of Directors, elected officials, staff, stakeholders, media, partners and the public.

Abilities:
- Research and develop long term objectives, strategies and approaches to redevelopment, business incentives and economic impact of a variety of projects in Pontotoc County.
- Excellent interpersonal skills and knowledge of regulatory processes and economic development strategies.
- Research, compile, analyze and interpret data on economic conditions in Ada, Pontotoc County and the State of Oklahoma including, but not limited to, employment statistics, wage information, labor supply and demand, and tax revenues providing reports of the research.
- Assist in the implementation of the economic development initiatives, real estate development, and grant projects.
- Represent the Ada Jobs Foundation at meetings, when called upon.

About Ada and the AJF:
In 1998, the citizens of Ada, Oklahoma passed a ¼ cent sales tax dedicated to economic development and have extended the tax 3 additional times. The current term expires in May 2018 with an anticipated election in early 2017.

Ada is home to the Chickasaw Nation, East Central University, and many successful entrepreneurs. Few small communities can match the accomplishments of Ada’s home grown business community: National Young Entrepreneur of the Year, National Incubator Business of the Year, NYSE traded, internationally renowned in their field, etc. The Chickasaw Nation has grown to become the second
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largest employer in Oklahoma. East Central’s Stonecipher School of Business swept a statewide business plan writing competition in 2015, sponsors Oklahoma Business Week each June, and hold a pitch competition each fall. Each of these efforts tie into the AJF entrepreneurship strategies to build the next generation of business leaders.


Education and Experience:
- Requires a Bachelor’s Degree in business administration, public administration, economics, urban planning, law, or other related field of study.
- Requires two years of economic development or closely related experience. An advanced degree may count as two years of experience.

Preference:
- Knowledge of economic development research and forecasting tools.
- Relevant economic development certifications.
- Advanced degree in related field.

Duties, Responsibilities, Expectations:
- Working directly with the CEO, the incumbent will be involved in all aspects of the daily operations and several different areas of economic development. The last three who held this position quickly advanced to CEO and manager positions in other communities.
- Respond to general inquiries of businesses and site selection professionals.
- The incumbent will have considerable responsibility and authority in developing marketing materials, leading real estate development projects, making call trips and mission visits, attending trade shows, etc.
- Coordinate promotional activities such as site tours, presentations for meetings between area businesses, government, real estate & development representatives, and client companies.
- Visit local businesses on behalf of the AJF.

Address:
Ada Jobs Foundation
Michael Southard
209 West Main Street
Ada, OK 74820
580-235-0070
Search@adaworks.org

Additional information about Ada can be found on the City’s website at www.adaok.com and the AJF website at www.adaworks.org.

Candidates interested in applying for this position should submit a resume, cover letter, and contact information for up to five professional references by March 18th, 2016.