

CHIEF STRATEGIC GROWTH OFFICER

POSITION CLASS:

Appointed

HIRING AUTHORITY:

Board of Commissioners

JOB SUMMARY:

The Chief Strategic Growth Officer (CSGO) will initiate, participate in, and lead collaborative efforts to address community and economic development opportunities and projects in Genesee County. This role is responsible for advancing County adopted priorities and initiatives that grow, nurture, retain, encourage, and incentivize job creation, community and economic development, and enhance the overall quality of life and economic vitality of the County and the region. The CSGO will work across sectors to promote policy change, strengthen community partnerships, identify, coordinate, and coalesce funding sources, and support sustainable development aligned with county-wide goals.

The **Chief Strategic Growth Officer** will closely collaborate with, and take their priorities from, the Genesee County Board of Commissioners and through the Chair, Vice Chair, and members of the Community and Economic Development Committee. The CSGO will closely collaborate with the Director of Planning for Genesee County, as well as local units of government, public agencies, private sector partners, philanthropic organizations and other community stakeholders to ensure County priorities, projects, and strategic properties reach their optimal economic potential.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Create and present to the Community on Community and Economic Development and the full Board of Commissioners a multi-year strategic plan for job creation and community/economic development in Genesee County
- Annually (at a minimum) work with the full Board of Commissioners to refine and revise its adopted community and economic development priorities
- Identify and evaluate potential partnership opportunities
- Maintain and nurture collaborative relationships with local units of government, public agencies, private sector partners, philanthropic agencies and community stakeholders.
- Assist in negotiating partnership agreements and contracts.
- Develop, support and execute economic development strategies aligned with Board of Commissioner priorities, and its partners.
- Manage community and economic development projects from conception through completion

- Secure and manage grants and funding for community and economic development initiatives for both the county and for local units of government
- Develop and publish an annual report on economic development projects in the county to include reflections, forecasting and comparative yearly metrics.

ESSENTIAL JOB DUTIES AND FUNCTIONS (continued):

- Plans and facilitate a bi-annual economic development conference to engage local municipalities throughout Genesee County and to provide professional development and networking opportunities for elected officials and local economic development staff.
- Represent the county at public meetings, business forums, and regional events as directed by the Committee on Community and Economic Development.
- Stay abreast of current community and economic development trends and opportunities through state, national and international educational forums and conferences.
- Attend all meetings of the full Board of Commissioners and the Community and Economic Development Committee
- Provide regular updates – both in writing and in-person – to the full Board of Commissioners and the Community and Economic Development Committee

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work independently, collaboratively, and respectfully in a complex, politically diverse, and multicultural work and community environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

Bachelor's degree in urban planning, Public Administration, Business or related field
-AND-

At least 5 years of successful professional experience in community and economic development and planning

-AND-

Fluency with local, state, and federal economic development programs and various sources of funding and financing for community and economic development projects

-AND-

Real estate development and construction knowledge

-AND-

An understanding of public/private funding and leveraging strategies

Preferred but not required:

- Familiarity with Genesee County government and its priorities
- Familiarity and/or relationships with local municipalities within Genesee County
- Knowledge of economic development tools such as Retail Lease Trac, GIS software, etc.
- Community engagement facilitation skills

Key Competencies and Skills:

- Strong interpersonal and facilitation skills; ability to unite diverse stakeholders
- Strong understanding of local barriers to community and economic development
- Entrepreneurial mindset with the ability to work independently and remain self-motivated
- Strong time-management skills, with the ability to balance multiple priorities and meet deadlines without compromising quality
- Excellent written and verbal communication skills

Note: These are typical elements but are not necessarily all encompassing. These could be modified in the future with or without notice.

PHYSICAL REQUIREMENTS:

- Must be able to perform Essential Job Duties and Functions with or without reasonable accommodation.

Human Resources Director

Established: November 2024