



EXECUTIVE DIRECTOR Job Description & Responsibilities

The Van Wert Forward Executive Director is responsible for the management and implementation of all aspects of the real estate development process for Van Wert Forward (VWFWD) and The Van Wert County Foundation (The Foundation). This is a regular full-time exempt position. This position reports to the CEO of The Foundation and directs the operations of Van Wert Forward as guided by the VWFWD Board. The CEO of the VWCF sets the compensation package with input from the President of the VWFWD board, who both perform a yearly review.

RESPONSIBILITIES

1. Abide by the Vision, Mission, and Values of The Foundation and of VWFWD.
2. Guide and implement proactive strategy, goals, objectives, policies, and procedures of Van Wert Forward.
3. Oversee all aspects of the development process for multiple concurrent projects.
4. Research and evaluate development opportunities, completing due diligence and risk analysis.
5. Identify and negotiate financing, grants, public incentives, and tax credits.
6. Prepare requests for authorization of capital investment and expenditures to initiate development.
7. Select and oversee consultants and contractors.
8. Negotiate and secure development agreements, permits, entitlements, and contracts.
9. Ensure compliance with relevant laws and regulations and stay abreast of industry trends and best practices.
10. Ensure projects are completed on time, within budget, and designed and constructed to the highest standards.
11. Communicate and coordinate development activities and needs regularly with staff, committees, boards, governmental bodies, community groups, and other stakeholders.
12. Pursue tenants, negotiate letters of intent, secure lease agreements, lease amendments, lease enforcement, and terminations.
13. Work with the Director of Finance to provide financial analysis and modeling to assess projects, analyze variances, and initiate corrective action.
14. Prepare records, reports, forecasts, and budgets and report to the VWFWD Board monthly.
15. Present a report of activities to VWFWD investors quarterly.

POSITION REQUIREMENTS

- High level of initiative, interpersonal skills, and exceptional customer service
- Resilient, adaptive to change, and flexible problem-solving skills.
- Excellent project management skills.
- Experience working with public-private partnerships.
- Must possess strong financial analysis skills, implement complex financial models, and evaluate risks.
- Proficient with the technology necessary to complete prescribed tasks.
- Knowledge of relevant local, state, and federal legislation and regulations.
- Bachelor's degree in engineering, construction, real estate, architecture, business, finance, or related field.
- 10 years experience in development, project management, and/or construction preferred.
- Proven successful project delivery - examples include public finance and incentives, permitting, design, construction, finance, and leasing.
- Demonstrate ability to source, negotiate, and execute contracts, leases, and other revenue opportunities.

I have read this description and can fully meet this position's responsibilities and qualifications.

Employee Signature

Date