



Job Title: President and Chief Executive Officer (CEO)

Reports to: Wynne Economic Development Corporation (WEDC) Board of Directors

About the Position: The Wynne Economic Development Corporation is an active, non-profit 501(c)(6), Economic Development Organization (EDO) seeking an established professional with experience in business attraction and retention.

WEDC has many established economic development focused certifications, designations, and assets secured. It is well positioned to provide a qualified candidate the opportunity to be successful in pursuit of the mission set forth by the WEDC Board of Directors to attract and retain quality jobs.

Located 11 miles from I-40, 45 miles from Memphis, 50 miles from Jonesboro, AR, and offering two class-one rail lines, Wynne is in a perfect logistical location. Among the assets and certifications WEDC already has in place are:

- 338 acres of greenfield property currently under contract
- 38-acre Entergy Select Site Greenfield Certification (2022)
- ACT Work Ready Community Certification (2020)
- Arkansas Economic Development Commission (AEDC) Competitive Community Designation (2022)
- 1/3 cent economic development sales tax (2021-2031)

Essential Duties and Responsibilities

- **Organizational Leadership**
 - Effectively lead the organization's staff by providing day-to-day management and oversight
 - Perform management and administrative work in planning, organizing, coordinating, and directing the economic development programs under control of the organization
 - Prepare, present, and administer the budget of approximately \$750,000 in accordance with program goals and objectives
 - Monitor all accounting and fiduciary functions including asset management, banking, payroll, purchasing, and financial reporting
 - Implement all policies adopted by the WEDC Board of Directors
 - Promote a positive working environment
 - Ensure compliance with all legal matters

- **Economic Development**
 - Maintain an excellent working relationship with all local manufacturers and existing industry
 - Propose and develop policies to stimulate expansion of existing businesses and investment
 - Continue to develop and market industrial park to prospective companies
 - Complete RFI requests in a timely manner
 - Prepare and present proposals and site visits for prospects
 - Analyze the feasibility of proposed projects - including financial and economic impact
 - Maintain professional relationships in local, regional, state, and national economic development networks

- **Qualifications**
 - Bachelor's degree in economic development, business, public relations, or a related field from an accredited college or university.
 - A CEcD and/or PCED is preferred
 - More than two years' experience in economic development with an emphasis in recruitment and expansion.
 - The CEO will be required to relocate to Cross County within 90 days of employment

Submit resume to:

Ashley@CrossCountyChamber.com

or

tagriffinlaw@gmail.com

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