



JOB DESCRIPTION FOR EXECUTIVE DIRECTOR CAMPBELLSVILLE-TAYLOR COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Primary Objective: To provide leadership for Team Taylor County in its pursuit to proactively cultivate business development opportunities that lead to job creation and retention, new capital investment attraction and the achievement of a rate of job and per capita income growth greater than the national average.

Reports To: Campbellsville-Taylor County Economic Development Authority Board of Directors

Responsibilities/Activities: With the support and engagement of Economic Development Authority Board of Directors, the selected candidate will build upon and accelerate the economic momentum and potential of Taylor County. The Executive Director must have the ability to perform and manage the following tasks to effectively fulfill the outlined responsibilities:

Key Tasks:

- 1. Planning:** Develop a comprehensive economic development strategy, defining long and short-term objectives of the organization; set priorities for resources; anticipate challenges and potential outcomes; formulate and adjust policies; revise planning efforts when necessary.
- 2. Decision Making:** Act with self-initiative to evaluate agency matters, including judgments on disputed issues and time-sensitive decisions, keeping the Board of Directors apprised and involved as needed; work independently and in consultation with others when deciding on issues that impact the welfare of others.
- 3. Marketing:** Identify marketing opportunities and develop a comprehensive marketing toolkit that showcases Team Taylor County's value proposition to new and existing industries; create marketing and communications platforms that keep stakeholders informed of economic development successes, initiatives and developments.
- 4. Relationship Building/Public Relations:** Develop and maintain ongoing communication and strong relationships with existing businesses in order to facilitate retention and expansion opportunities; initiate, organize and officiate public ceremonies as needed, speak at community events as appropriate; represent the organization at professional networking and promotional events; establish rapport with new and existing contacts while seeking to expand a network of influence; work closely with the Board on a regular basis and with other agencies as needed, understanding the need to respect and manage busy schedules.
- 5. Writing/Administration:** Write and respond to confidential and time-sensitive requests for information and proposals; prepare binding documents; write correspondence for a public audience to inform and create interest in economic development successes; prepare a public annual report to present to city and county governments; write formal funding requests as opportunities arise; prepare an annual operating budget for the Board of Directors to review and approve; provide administration and accountability of the annual budget.



6. **Integrating Information:** Research, analyze and compile statistical data, utilizing trusted sources, to generate marketing materials, presentations, and reports, as well as to aid in decision making on behalf of the agency; maintain a sound knowledge of Taylor County's industrial assets, including workforce, available sites and buildings, utility providers and infrastructure, state and local incentive programs, etc.
7. **Acting as a Liaison:** Serve as a trusted liaison with state and local partner organizations (e.g., the Kentucky Association for Economic Development and the Kentucky Cabinet for Economic Development) to fully maximize development opportunities and work with the Board to keep city and county officials, as well as legislative bodies duly informed of general activities of the Authority.
8. **Influencing/Advising:** Advise the Board of Directors on policies and activities, offering professional advice and making a verbal and/or written case for action and points of procedures.
9. **Evaluating:** Assess feasibility of proposed industrial projects; monitor project timelines and progress, adhering to strict schedules; evaluate written reports, numerical data and project costs; identify challenges and potential solutions to enhance project success; use sound logic to evaluate new ideas, assess probability of events, and evaluate alternative methods as needed.

All interested parties should submit a detailed resume and cover letter expressing an interest in obtaining the position of Executive Director of Economic Development Authority aka Team Taylor County. All expressions of interest should be tendered **no later than April 30, 2026**. Submissions can be delivered electronically to mjohnson@cbtky.com or delivered in person to **Mark Johnson, c/o Citizens Bank & Trust Company at 201 East Main Street, Campbellsville, KY 42718**

Thank you for your interest in the EDA. We look forward to hearing from you. The Campbellsville-Taylor County Economic Development Authority is a non-profit organization dedicated to the citizens of this area. The Authority is an Equal Employment Opportunity employer. For additional information, please feel free to contact Mark Johnson at (270) 465-8193.