



**St. Tammany Economic Development Corporation
Chief Executive Officer (CEO) Job Description**

St. Tammany Economic Development Corporation seeks a Chief Executive Officer. Located on the north shore of Lake Pontchartrain in southeast Louisiana less than one hour north of New Orleans, St. Tammany Parish (county) boasts a population of over 275,000 with a labor force of over 120,000. St. Tammany's key industry sectors include transportation and logistics, professional and business services, scientific and technical services, healthcare, and education. The parish's geographic location at the intersections of I-10, I-12, and I-59 and its educated and skilled workforce are distinct competitive advantages.

The St. Tammany Parish Development District (d/b/a St. Tammany Economic Development Corporation) is a political subdivision of the state of Louisiana. The organization has an average annual budget of \$2.6 million dollars and currently has an eleven-member staff. As the economic development organization for St. Tammany, St. Tammany Economic Development Corporation serves as the comprehensive resource center for business services throughout the parish. St. Tammany EDC's services include business retention, site selection, workforce development, research and data services, state and local incentives, business attraction, talent retention, certified site development, relocation support, and marketing St. Tammany. Since the organization's launch in 2018, St. Tammany Economic Development Corporation facilitated business expansion and attraction announcements representing over \$291.9 million in capital investment and 2,299 new and retained jobs in St. Tammany Parish.

St. Tammany EDC earned the designation of Accredited Economic Development Organization (AEDO) by the International Economic Development Council in January 2024. Since 2018, the organization has received over 20 professional industry awards, including recognition from the International Economic Development Council, Southern Economic Development Council, Business Facilities, and Southern Business & Development.

St. Tammany Economic Development Corporation (St. Tammany EDC) is seeking a dynamic, high-energy executive who is focused on working in collaboration with private and public sector stakeholders to realize a vision that enables the parish to achieve its economic growth and diversification objectives. St. Tammany EDC seeks a leader who is passionate about driving inclusive and sustainable job growth and actively creating and sustaining

effective partnerships, collaborations, and relationships throughout the parish and the region.

The CEO of St. Tammany EDC is responsible for the organization's overall leadership, strategic direction, and operations, including managing staff, developing, and implementing programs, and representing the EDO to the community.

By working closely with stakeholders, businesses, developers, and government agencies, the CEO generates tangible and impactful results that will enhance economic prosperity and quality of life for all residents.

The ideal candidate will have a strong combination of personnel management, stakeholder engagement, program management, technical economic development, and fundraising skills, including experience with business expansion, retention, attraction, and formation, entrepreneurship, small business development, workforce development, talent retention and attraction, real estate, community development, strategic communications, and economic research and analysis. They should also have exceptional communication, presentation, and interpersonal skills and a strong demonstrated record of meaningful community engagement and stakeholder collaboration.

The candidate should also have experience in lending, financial modeling, business plans, real estate development pro formas, credit analysis, business plan review, and accounting and finance skills. They must also be able to review and understand complex contracts, legal documents, public policies, and legislation.

Success in this position requires a strong commitment to helping people and businesses thrive, a deep understanding of holistic, transformational economic development, a willingness to learn, and the desire to help people, the community, and businesses in St. Tammany, the Northshore, and southeast Louisiana.

Core Competencies:

- Be an enthusiastic, visionary, inclusive, accessible, and authentic leader.
- Have a strong understanding of the economic development ecosystem and how to work within a multi-jurisdictional community to strengthen commerce (high-level network to include local, state, federal governmental agencies, as well as business and industry associations).
- Ability to promote, lead, and execute the organization's current 5-year economic development strategic plan to competitively position the parish for business attraction and investment. Develop implementable activities to achieve the identified competitive and facilitated strategies.

- Ability to cultivate and promote a team devoted to the growth and expansion of existing businesses and industries across the parish and continue to strengthen the organization's brand to the state, region, and nation.
- Demonstrated knowledge of domestic and international business and markets, business development competencies, and the ability to close deals.
- Be adept at interfacing and advocating on behalf of the business community.
- Build a culture of trust and collaboration amongst private and public-sector entities across the parish and region.
- Demonstrate strategic thinking and a record of execution.
- Be a highly effective communicator, both written and oral.
- Have the courage, resilience, and persuasiveness to move forward actionable initiatives that will foster economic growth.
- Demonstrated experience in supervising others.
- Build great teams, both internally and externally, to execute the organization's mission.
- Demonstrated experience in talent development within an organization.
- Exhibit an ethical approach and commitment to community interests.
- Be self-confident, self-aware, and energized by challenges.
- Work within and set organizational budget.

Responsibilities Include:

- Provide strategic direction to St. Tammany EDC 's Board of Commissioners and stakeholders to determine the best use of its assets.
- Oversee the continued growth and development of the organization's and parish's "brand;" champion the brand both internally and externally and serve as the public face of the organization.
- Develop high-level networks with representatives of local, state, and federal governmental agencies, business and industry, regional and community agencies, and other business and economic development organizations (e.g., Chambers of Commerce, tourism associations).
- Identify the need for and oversee the development of a variety of regional, national, and international marketing materials and programs to promote St. Tammany.
- Develop and sustain trusting relationships with the leadership of prospective companies, national and international site selectors, and commercial and industrial realtors.
- Represent St. Tammany EDC to the media on matters of economic and business development, either alone or in conjunction with Board members and/or community officials.
- Engage in cultivating and advancing regional collaboration efforts on the Northshore, throughout Greater New Orleans, and in southeast Louisiana. Regionalism is imperative to the ongoing success of the organization.

- Provide direction for necessary research, marketing, and site facilitating programs to enhance economic development and job growth within St. Tammany.
- Identify opportunities to further develop new industry sectors to diversify St. Tammany's business base.
- Promote entrepreneurship and innovation for key industry growth sectors.
- Evaluate programs to ensure available resources of the area meet the needs of potential business development.
- Ensure an organizational structure with clear roles and accountability; foster a culture that rewards productivity and innovation.
- Serve as chief liaison to the Board of Commissioners, including facilitating agenda setting, Board member orientation, proactive communication, and record-keeping, and preparing Board development opportunities.
- Regularly communicate to the Board on the organization's financial position and progress against established objectives.
- Lead the creation of annual operating plans and budgets.
- Facilitate fundraising activities that enhance the organization's financial capacity to deliver first rate technical assistance, professional services, and collaborative endeavors through private sector engagement, grant funding, and private foundation investment.
- Maintain the organization's status as an Accredited Economic Development Organization by the International Economic Development Council.

Qualifications:

The requirements listed below are representative of the knowledge, skills, and/or ability required.

- Bachelor's degree and at least ten years of progressively responsible senior leadership experience, with a track record of success and proven results in leading a complex organization. Certified Economic Developer (CEcD) certification or related professional credentials preferred. CEcD can be earned within three years of hire.
- Strong character, with emotional intelligence, authenticity, political savvy, and a broad perspective.
- Business acumen and project management skills.
- Proficiency in community, economic, and business development and strategic planning and implementation.
- Understanding of the changing dynamics of the business environment in the parish and the necessary components to attract businesses to a community in such an environment.
- Ability to collaborate and negotiate with community partners and diverse groups of people and interests.
- Superior interpersonal and organizational communications, ability to build and sustain working relationships and build coalitions.

- Ability to deal calmly, rationally, and tactfully in a creative, fast-paced, and occasionally stressful environment. Be a good listener.
- Proven ability to attract, retain, and develop excellent staff. The ideal candidate must continue to build, strengthen, and energize a high-performing staff that can successfully implement and manage current and future initiatives while providing a collaborative and empowering environment.
- Effective Board relations and a commitment to Board development; an open communicator who can provide timely information, minimize conflict, and implement policy initiatives, and has a clear understanding of the difference between policy and administration.
- Professional experience with public relations, media relations, and public speaking.
- Experience working with business, industry, healthcare, and academic communities to create and leverage public-private partnerships.
- Familiarity with the Gulf South and/or Southeast Louisiana.

Benefits

Total compensation will be commensurate with experience and a comprehensive benefits package is included.

Application Process

This position will remain open until filled. To ensure full consideration, please submit your application as soon as possible. Resumes and cover letters will be reviewed based on the qualifications outlined in this job description. **To apply, please submit a cover letter and résumé to the CEO Search Committee at STEDC-Resumes@hardycarey.com.**

All inquiries and applications will be managed with discretion and confidentiality throughout the preliminary stages of the process. Final candidates invited to in-person interviews may be asked to participate in reference and background checks, at which point confidentiality cannot be guaranteed.