



## Economic Development Coordinator

### Employer

Cowley County  
311 E 9<sup>th</sup>  
Winfield, KS 67156

**JOB TITLE:** Economic Development Coordinator

**DEPARTMENT:** Economic Development

**REPORTS TO:**

**STARTING PAY:** \$59,468.00-\$82,403.00 per year

**STATUS:** Full-Time

### **Position Summary:**

Under direction of the County Administrator, work collaboratively with multiple program partners such as but not limited to community and business leaders, city and county governmental officials, financial institutions, chambers of commerce, local economic development entities & state and regional partnerships.

### **Essential Duties and Responsibilities:**

- Creative entrepreneurship, business incubation & small business development efforts
- Work with local school districts, universities, & community leaders to create entrepreneurship education programs & to enhance the local entrepreneurship ecosystem
- Maintaining a business climate conducive to the expansion and retention of existing companies
- Innovative programs to strengthen the quality and quantity of the local workforce
- Targeting of business recruitment efforts & negotiating with potential business/industry prospects
- Experience working with state and local officials
- Grant Writing and Grant Administration experience

- Experience preparing application and support documentation for Kansas Business Incentive Programs (i.e., Tax Credits, Training Grants, Business Loans, Tax Exemptions, IRBs, etc.)
- Experience in industry and market research & e-marketing communications tools
- Demonstrated report writing capability
- Experience serving as an “advocate” on behalf of local business interest at the local & state level
- Rural Development through expansion of tourism activities and initiatives in agritourism
- Implementation of quality of life initiatives and efforts to enhance community appeal

**Qualifications:**

- Persuasive oral and written communication skills
- Excellent computer skills
- Skilled negotiator and ability to build consensus
- Ability to formulate and execute strategic & long-range plans
- Ability to leverage substantial resources, energy & partnerships
- Ability to form meaningful business relationships with a variety of constituents
- Working knowledge of local, state, and federal funding resources
- Ability to handle conflicting priorities/work schedules to meet challenging deadlines

**Experience and Training:**

Bachelor’s degree in business, economics, marketing research, finance, real estate, urban/regional planning, or related field. A minimum of 2 years of experience in planning, implementing & administration of economic development programs preferably with an emphasis in entrepreneurship & small business development or an equivalent combination of education and experience.

**Special Requirements:**

Full-time residency inside Cowley County within 6 months of employment is a requirement. A valid Kansas Class C driver’s license and an acceptable driving record throughout employment are required.

**Application Process:**

Applications may be picked up in the County Administrator’s office, downloaded from our website at [www.cowleycountyks.gov](http://www.cowleycountyks.gov) Please provide application, resume and cover letter to Cowley County Att: Administrator’s Office, 311 E. 9th Winfield, Kansas 67156.

Or visit: <https://www.indeed.com/cmp/Cowley-County-1>

Cowley County is an Equal Opportunity Employer.