

HOLMES COUNTY DEVELOPMENT COMMISSION

401 McLaughlin Avenue
Bonifay, FL 32425

POSITION VACANCY: Executive Director

SALARY: \$50,000.00 - \$70,000.00 commensurate with experience
Full Time Position

RELEVANT INFO: Pre-employment drug screening required

New employees are hired on a 90 day introductory or probationary basis. This time is used for training, assessment of job performance, and company fit, with a review scheduled upon completion of the 90 day period.

JOB DESCRIPTION: Attached

APPLICATION CLOSING DATE: 04/30/2026 at 5:00 p.m. Central Time or Until Filled

Any persons that feel they are qualified for this position may apply by submitting a resume to Benjamin S. Armstrong, Attorney at Law, 200 Grove Park Lane, Suite 670, Dothan, Alabama 36305.

ONLY APPLICANTS MEETING MINIMUM QUALIFICATIONS WILL BE SELECTED FOR INTERVIEWS.

By: _____
Doyle Majors, Chairperson

Dates Posted: 4/1/2026 - 04/30/2026 5:00 p.m. Central or Until Filled

**WE HONOR VETERANS' PREFERENCE
AN AFFIRMATIVE ACTION –EQUAL OPPORTUNITY EMPLOYER
DRUG FREE WORKPLACE**

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| POSITION: | Executive Director |
| AREA(S): | Economic Development |

DISTINGUISHING CHARACTERISTICS OF WORK OR NATURE OF WORK

This is highly responsible administrative and managerial work managing the activities and business of the Holmes County Development Commission (“HCDC”), including but not limited to business and industrial development projects.

The Executive Director is responsible for planning, developing, and implementing strategies to strengthen Holmes County’s economy, attract new and diversified business investment, retain and support existing employers, and create high-quality employment opportunities for residents. This position serves as the primary point of contact for business development inquiries, state and regional partners, site selectors, and prospective investors.

The Executive Director must perform a variety of routine and complex administrative, technical and professional work in the preparation and implementation of workforce and economic development plans, programs and services.

Work is performed under the general supervision of the HCDC and will be reviewed regularly.

EXAMPLES OF WORK PERFORMED OR ESSENTIAL JOB FUNCTIONS

Business Attraction & Recruitment

- Develops and implements strategies to attract targeted industries and expand Holmes County’s economic base.
- Responds to Requests for Information (RFIs) from FloridaCommerce, site selectors, investors, utilities, and regional partners, as applicable.
- Promotes available industrial and commercial sites, including County-owned assets, to prospective businesses.
- Prepares incentive proposals and negotiates performance-based agreements consistent with Florida law.

Business Retention & Expansion (BRE)

- Conducts routine outreach with existing Holmes County businesses to identify issues, opportunities, and growth needs.
- Partners with educational institutions, and state agencies to resolve workforce, training, and permitting challenges.
- Tracks local business conditions, employment trends, and expansion activity.

Grants, Funding & Project Management

- Researches, writes, and manages grants supporting economic development, infrastructure, and workforce training—such as Florida Job Growth Grant Fund, USDA, and other state and federal programs.
- Coordinates interdepartmental project teams to implement funded projects, ensuring timely completion and compliance with reporting requirements.
- Develops project budgets, timelines, and outcome metrics.

Strategic Planning & Program Development

- Leads HCDC's economic development strategic planning efforts, coordinates such efforts with the Holmes County Board of County Commissioners, and evaluates performance against measurable goals.
- Identifies needs for industrial park development, site readiness, broadband expansion, transportation improvements, and infrastructure that support economic growth.
- Designs programs supporting small businesses, entrepreneurs, and rural economic competitiveness.

Marketing & Community Promotion

- Creates marketing materials, community profiles, presentations, and digital content promoting Holmes County as a business-friendly location.
- Maintains strong working relationships with the Holmes County Board of County Commissioners, chambers of commerce, municipal partners, educational institutions, utilities, and regional economic development organizations.
- Represents Holmes County at trade shows, conferences, recruitment missions, and community events.

Intergovernmental & Stakeholder Relations

- Serves as liaison to FloridaCommerce, regional planning councils, the Holmes County Board of County Commissioners, municipalities, utilities, and business organizations.
- Provides regular updates, reports, and presentations to the HCDC board, and to the Holmes County Board of County Commissioners as directed by HCDC.
- Advises HCDC on economic development matters, policy options, and long-term strategies.

Data, Research & Reporting

- Conducts research on workforce availability, market conditions, demographics, wages, and industry trends.
- Maintains an accurate inventory of available sites and buildings.
- Prepares annual and quarterly reports summarizing project activity, economic data, and department accomplishments.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS, & ABILITIES

- Thorough knowledge of laws, ordinances, regulations and statutes governing workforce, business and industrial development functions.
- Thorough knowledge of principles, practices, methods, procedures and theories of workforce, business and industrial development/redevelopment and public and private finance.
- Strong understanding of Florida economic development programs, incentives, statutory requirements, and confidentiality rules.
- Knowledge of site selection processes, industry trends, commercial real estate, and workforce development.
- Excellent interpersonal, communication, and negotiation skills.
- Ability to build partnerships with public and private stakeholders.
- Ability to manage multiple high-level projects simultaneously.
- Proficiency with GIS platforms and data tools.
- Considerable knowledge of the purpose and scope of the program areas for workforce and economic development.
- Knowledge of municipal and state business practices including marketing, etc.
- Knowledge of basic governmental accounting terminology and procedures.
- Knowledge of budget procedures.
- Skill in the operation of the following equipment: personal computer, motor vehicle; calculator; telephone; copy machine; and fax machine.
- Ability to effectively supervise and coordinate the activities of other employees.
- Ability to research and collect data in order to make sound recommendations for program policies and procedures.
- Ability to effectively communicate, both in writing and verbally, including public speaking.
- Ability to translate technical data and information into an easily understood format for presentation.
- Ability to analyze financial and accounting records and to prepare clear and concise reports.
- Ability to develop programs that effectively resolve operational problems.
- Ability to develop long-term plans and programs and to evaluate work accomplishments.
- Ability to work effectively with elected officials, representatives of other agencies, other employees, members of the area business community and the general public.
- Ability to exercise sound judgement in analyzing facts and trends.
- Ability to make effective presentations in a group or individual setting.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.

MINIMUM QUALIFICATIONS

- Bachelor's degree or five (5) years of work experience
- Valid Florida driver license.
- Successful completion of all applicable background checks pre-hire and ongoing are required

PREFERRED QUALIFICATIONS

- Five (5) years of progressively responsible experience in economic development, business recruitment, community development, planning, or a related field or an equivalent combination of education, training, and experience.
- Progressively responsible experience in economic development, business recruitment,

community development, or a closely related field.

- Experience preparing or managing state or federal grants, including budgets, compliance, and reporting.
- Experience developing or supporting strategic plans, business climate analyses, or community development initiatives.
- Experience preparing agenda items, reports, or presentations for executive leadership.
- Strong project management skills, including budget oversight, timeline tracking, and multi-agency coordination.

PHYSICAL REQUIREMENTS

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; talk or hear.
- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and moderate in the field.

EVALUATION

Performance of this job will be evaluated in accordance with provision of HCDC's policy on evaluation of personnel.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.