



JEDCO Seeking Director of Churchill Technology & Business Park

Position Description

The mission of the Director of Churchill Technology & Business Park is to provide overall leadership for the development and marketing of Churchill Park—a signature JEDCO initiative in Avondale, Louisiana that advances Jefferson Parish’s economic development strategy. Prospective applicants will have the chance to work alongside passionate and talented individuals to advance the overall economic viability of Jefferson Parish and the Greater New Orleans region.

Primary Duties & Responsibilities

- Implement the *Strategic Business Plan* (SBP) for Churchill Technology & Business Park, to advance the Park’s Master Plan for development, and develop more detailed Action Plans as needed to prioritize and guide specific activities that support SBP implementation.
- Develop and manage consulting and professional services contracts in accordance with budget restrictions to assist with the SBP’s implementation.
- Work with JEDCO’s leadership team to prioritize Goals and Implementation Actions within the *Strategic Business Plan* and help align JEDCO internal resources to advance them.
- Provide cross-cutting leadership across all JEDCO departments and functions to engage the expertise of the full JEDCO staff to coordinate delivery of JEDCO services in advancing the Goals and Implementation Actions of the *Strategic Business Plan*.
- Coordinate and participate in JEDCO efforts to secure funding for infrastructure and other capital improvements needed at the Park. Oversee and coordinate planning, design and construction of infrastructure improvements as Park development evolves.
- Provide leadership for coordinated marketing of the park to prospective tenants and/or real estate developers.
- Lead and coordinate transactions to secure real estate development partners and tenants to locate at Churchill Park.
- Serve as the public “face” of Churchill Park with strategic partners and external stakeholders to advance the SBP and represent the interests of Churchill Park marketing and development to local, state and federal government agencies through community forums and direct communication.
- With other JEDCO department leaders, create and coordinate programs and activities to occur in the Park that will promote a sense of community and a sense of place.
- Other related duties as assigned, including but not limited to: collaborating with JEDCO staff on economic development for the Parish as a whole; and activities that support JEDCO’s strategic initiatives and its objectives for business creation, retention, and generation of jobs and investment.

Minimum Attributes and Qualifications

- Five to seven years demonstrated experience in leading, managing or coordinating complex public-private development initiatives.
- Relevant prior experience is the top priority. However, a Bachelor’s degree is required; a Master’s Degree is preferred.
- Experience in real estate development; economic development marketing and recruitment; or other marketing and public relations fields.
- Knowledge of local, state, and federal government functioning, including legislative and regulatory processes.
- Excellent project management, written and oral communication skills.

Salary commensurate with credentials. Forward resume and cover letter to JEDCO, Attn: Human Resources, 700 Churchill Parkway, Avondale, LA 70094 or hr@jedco.org. Resumes will be accepted through COB February 23, 2024. EEO.

The Jefferson Parish Economic Development Commission (JEDCO) is an independent, yet complementary arm of Jefferson Parish government with the main objective of attracting, growing, and creating new business in our area. JEDCO's mission is to build a resilient, equitable, diverse and competitive economy by driving the retention and creation of quality jobs, entrepreneurship, innovation, and investment in Jefferson Parish.