

Job Title: Director of Economic & Community Development (Grants, Land Bank & Workforce Focus)

Department: Economic & Community Development

Location: Brown County, Ohio

Reports to: County Administrator

FLSA Status: Exempt

Position Summary:

The Director of Economic & Community Development for Brown County will lead and manage the county's efforts in grant development, funding acquisition, land bank administration, and workforce initiatives. This position is responsible for proactively identifying, securing, and administering federal, state, and private funding opportunities, as well as overseeing land reutilization efforts to address blight, support redevelopment, and strengthen communities.

The Director will serve as a key liaison between Brown County, its municipalities, and regional, state, and federal partners, ensuring coordination of resources, compliance with funding requirements, and alignment of community and workforce needs. The role emphasizes strategic use of grants and land bank tools to support sustainable community development.

Key Responsibilities:

Grant Development & Administration:

Lead all aspects of grant management, including identifying funding opportunities; preparing and submitting applications; administering awards; and completing all reporting and closeout requirements. Provide end-to-end management of Fair Housing and Community Development Block Grant (CDBG) programs, ensuring compliance with federal and state regulations.

Land Bank Management & Redevelopment:

Oversee and support the administration of the county land bank, including property acquisition, maintenance, and disposition. Work closely with municipalities and villages to identify priority properties, support redevelopment efforts, and return vacant or underutilized properties to productive use. Secure and manage funding to support land bank activities.

Prevailing Wage Coordination:

Serve as the county's lead coordinator for prevailing wage compliance on applicable projects. Provide guidance to municipalities, contractors, and project partners; review payroll documentation; coordinate with state agencies; and ensure all reporting and enforcement requirements are met.

Intergovernmental Liaison:

Serve as the primary point of contact between Brown County, its municipalities, and regional, state, and federal agencies. Provide guidance and technical assistance related to grants, land bank opportunities, and community development programs. Facilitate coordination to advance local and regional projects.

Workforce Development:

Collaborate with educational institutions, workforce boards, employers, and training providers to align workforce initiatives with employer needs. Support programs that enhance workforce readiness, skills development, and job placement.

Community & Economic Development Support:

Assist local jurisdictions and stakeholders with development and redevelopment projects by connecting them to funding sources, land bank resources, incentives, and technical assistance. Support business retention and expansion efforts as appropriate.

Strategic Planning & Implementation:

Contribute to and implement development strategies that prioritize workforce, infrastructure, housing, and redevelopment needs, aligning initiatives with available funding and other opportunities.

Stakeholder Engagement & Collaboration:

Build and maintain strong relationships with local governments, businesses, nonprofits, and regional partners. Coordinate efforts to maximize resources and support community revitalization.

Economic Analysis & Reporting:

Monitor and report on grant performance, fair housing compliance, land bank outcomes, and workforce initiatives. Ensure transparency and accountability to funding agencies and county leadership.

Marketing & Outreach (Support Role):

Assist in promoting available funding programs and workforce initiatives to relevant audiences.

Required Qualifications:

Bachelor's degree in Public Administration, Business Administration, Economics, Urban Planning, or a related field (Master's preferred).

Minimum of 5 years of experience in grant administration, community development, land bank operations, or related public sector work, with at least 2 years in a leadership role.

Demonstrated experience managing grants from application through closeout, including compliance and reporting.

Experience with Fair Housing, CDBG, or similar federally funded programs.

Knowledge of and experience with prevailing wage coordination and compliance requirements.

Experience working with municipal governments and multi-jurisdictional projects.

Strong understanding of federal, state, and local funding programs and regulatory frameworks.

Excellent written and verbal communication skills.

Strong organizational and project management abilities.

Ability to work independently and collaboratively.

Ability to supervise and mentor future staff.

Knowledge of Brown County's community and economic landscape.

Desired Skills:

Experience working with a county land reutilization corporation (land bank).

Familiarity with workforce development systems and partnerships.

Knowledge of redevelopment tools such as tax incentives, TIF, and Opportunity Zones.

Experience coordinating infrastructure or neighborhood revitalization projects.

Understanding of GIS or property data systems.

Strong public engagement and presentation skills.

Knowledge of Fair Housing

Compensation:

Salary will range from \$78,000 to \$90,000 and will commensurate with experience. The county offers a comprehensive benefits package, including health insurance, retirement plan, paid time off, and professional development opportunities.

How to Apply:

Interested applicants should submit a resume, cover letter, and three professional references to the Brown County Administrator, Sarah Beath at SBeath@BrownCountyOhio.gov.