



**EXECUTIVE DIRECTOR –
DEVELOPMENT AUTHORITY OF BUTTS COUNTY &
BUTTS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY**

Jackson, Georgia: In-Office Presence Expected

Full-Time: Professional Time to Be Dedicated to Position

Compensation: Based on Experience

Benefits: Travel Expenses, Professional Advancement, Education, and Organization Memberships; Medical, Retirement Benefits Available

POSITION SUMMARY:

Serves as chief economic development professional, lead staff member, and primary advisor to the board members of both the seven-member Development Authority of Butts County and five-member Butts County Industrial Development Authority (collectively, the “Authority”).

Heads and directs recruitment, incentive structuring, and coordination with county and state partners for the Authority to expand the tax base and support quality job growth and retention.

Responsible for ensuring all Authority actions, meetings, and records are compliant, well-documented, and effectively maintained.

CORE RESPONSIBILITIES:

Board & Elected Officials: Primary liaison to Authority, County Commission, Board of Assessors and Board of Education; prepares agendas, minutes, and meeting materials; attends meeting of other local agencies regularly; reports to Chairman of the Authority.

Economic Development: Leads recruitment, retention, and RFIs; coordinates with regional and State partners and project managers; coordinates with Chairman and counsel to the Authority as required; remains informed on legislative developments and trends.

Incentives & Transactions: In coordination with the Chairman, direction of the Boards, and consultation with local governing authorities, structures and administers incentives under Georgia law, including *ad valorem* tax savings program; manages documentation and closings.

Legal & Administrative Compliance: Ensures Open Meetings and Open Records compliance; maintains official records and agreements; website and posting requirements.

Strategy & Reporting: Implements economic development plan and budget; delivers clear reporting to Board and elected officials, submits all required annual reporting and certifications to State and local officials, auditor(s).

Operations: Oversees daily administration, financial management, and staff.

QUALIFICATIONS:

- Experience in economic development, local government, real estate, and related fields.
- Working knowledge of Georgia economic development structures, including development authority powers, incentives, ad valorem taxation, and grants.
- Experience working closely with boards, elected officials, and multi-jurisdictional stakeholders.
- Experience with local government administration, including preparation of agendas, budgets, minutes, and statutory compliance.
- Strong financial experience, understanding of governmental accounting requirements, and familiarity with required reporting preferred.
- Superior drafting and communication skills (email, correspondence, and Board materials) and expertise with Word, Outlook, Excel, and PowerPoint.
- Bachelor's degree required; certification preferred.

CORE COMPETENCIES:

Qualified candidates will exhibit:

- ◆ Judgment and discretion.
- ◆ Precision and expertise in communications.
- ◆ Experience in intergovernmental leadership and cooperation.
- ◆ Understanding of governmental financial and tax systems.
- ◆ Knowledge of and adherence to compliance standards.
- ◆ Execution and implementation focus, from beginning to end, to reach Authority goals and mission.

HOW TO APPLY:

Interested candidates should submit a cover letter and resume via email to: buttscountyida@buttscountyida.com. No applications will be accepted through mail or in-person delivery.

Applications will be accepted through August 14, 2026.

Successful applicants should be prepared to be able to begin work in September, 2026.