



POSITION SPECIFICATIONS

Executive Director

- Education:** A four year degree from an accredited college or university is required. This requirement will not be waived. Advanced degree preferred but not mandatory.
- Experience/Qualities:** Three to five years of progressively responsible experience in management field is required. Experience may include managing an organization at the senior management level or experience running a successful business. Must have demonstrated leadership in public and community groups, and have an understanding of government roles and missions at the local level and how political entities work on a day to day basis. Experience in negotiation and conflict resolution is desired. Strong public speaking skills and ability to explain issues and objectives in simple, understandable terms are essential traits.
- Business/Political Alliances:** Understanding the functions/operations/purpose of local, state and national business or industry is useful in executing the mission of COMtech. Must successfully promote a favorable image to the general public and maintain positive relationships with local governments, economic development and business organizations. Must be able to understand with maturity the political reality in issues and be capable of framing and timing issues to gain maximum benefit for COMtech and the community.



Abilities and Skills:

Must have the ability to develop, explain and execute plans and programs that are strategic, and not yet physically visible. Must also independently prepare clear and concise high-level written and oral products. Must have the requisite skills and temperament to interact with The COMtech Board of Directors, COMtech partners, the communities and special interest groups and elected officials at any level that may interact with COMtech, Must have strong verbal and writing skills. The Executive Director presents alternative solutions on issues and assists the Board of Directors in developing goals, policies, and plans to support the strategic planning for COMtech. Must have the ability to independently research, organize, develop and execute programs. Must be able to develop programs and strategies to acquire funding for the corporation that enables consistent progress. Must be computer literate. Must oversee multiple contract operations that maintain, expand and keep the COMtech site maintained and secure. Must understand how businesses are formed, grow and operate and the impact of both internal and external influences on business. Must have a strong, selfless and discernable desire to serve the community and achieve success that is of value to the community. Must have an entrepreneurial spirit and aggressiveness in sales and marketing, and be capable of understanding the needs and issues of COMtech landowners and achieving workable solutions for them.

Working Conditions:

Generally accepted office conditions. Varying hours including night and weekend work and attendance at meetings. Limited travel in performance of work responsibilities, almost entirely local, but often for long hours. Must be flexible to perform any required tasks associated with maintaining a functional office and building. Must be willing to work at times in outdoor conditions to maintain the storm water systems and wooded areas of COMtech. Must understand distance measurements and applicability to design of maps and future planning to ensure the maximum value of COMtech lands for business and industrial growth. Must have clearly demonstrated the ability to work alone, with a full understanding of the consequences and impact of independent actions. The Executive Director must exercise common-sense judgment to seek assistance and support whenever required, and to articulate clearly and openly all actions and decisions and aggressively pursue any opportunity for growth. Must understand that integrity in managing funds is not simply honesty with money - but is also honesty with how COMtech money is used.

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Chief Executive Officer - Duties

I. OBJECTIVES

- A. To manage the day-to-day affairs of COMtech according to the objectives and policies established by the Board of Directors.
- B. To provide the Board of Directors with meaningful information so the Board can effectively fulfill their duties.
- C. To perform at a high level, the leadership and management functions of planning organizing, directing, coordinating and controlling the activities and affairs of COMtech in accordance with the established policies, strategic plans and business objectives as delegated by the Board of Directors.
- D. To provide leadership and direction to personnel to secure their support, ability and cooperation in accomplishing the business objective.
- E. To relate to all groups and localities in the community, and to present the COMtech vision without prejudice.

II. RESPONSIBILITIES AND AUTHORITIES

- A. Planning and Controls
 - 1. Formulates and recommends to the Board of Directors short and long range financial plans and immediate strategies necessary to assure satisfactory results in the various areas.
 - 2. Plans and conducts board meetings in a professional manner by providing data, facilitating participation, and building consensus among the Board of Directors.
 - 3. To carry out the provisions of COMtech policies and directives of the Board of Directors; and ensure compliance with all federal, state and local legislation pertaining to COMtech's operation.
 - 4. Detailed planning for the future – which requires the ability to look into the future that which does not exist today – and develop, sell and implement programs required to impact the future.



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B. Performs functions unique to this position.

1. Directs the activities of COMtech and delegates appropriate responsibilities and authorities, but with full recognition that the Chief Executive Officer may not be relieved of the overall responsibilities, nor any portion of the accountability.
2. Makes recommendations to the Board of Directors regarding changes to COMtech's strategic plans. Initiates and oversees required actions.
3. Oversees management staff in the evaluation and improvement of procedures and processes used in the day-to-day operation. Ensures that the work is planned and executed to guarantee the highest possible highest productivity at the least expense.
4. Makes recommendations to and keeps The Board of Directors informed of contract issues and other fiscal issues.
5. Actively participates in and contributes time and effort to national, state, and local organizations wherever there is opportunity to further the interest of COMtech.
6. Develop financial funding packages required by landowners with a general knowledge and understanding of record/bookkeeping and the role of COMtech and its CPA.
7. Responsible for all contract administration. Prepares, negotiates and reviews all contracts of a routine nature and oversees compliance as to prevent actions which do not comply with legal requirements or regulations and always act to prevent any negative legal liability of the corporation.
8. Identifies growth opportunities for COMtech based on market research and develops marketing and sales programs accordingly.
9. Evaluates and negotiates all contracts and agreements.



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III. RELATIONSHIPS

A. Reports to: Board of Directors and informs the Board concerning work in progress and completed, and consults concerning problems which hinder efficient completion of the duties and responsibilities of the position.

B. Coordinates and cooperates with:

1. Internal

a. Employees- lead, motivate and encourage the exchange of ideas for improving the potential of COMtech.

2. External

a. General public - maintains friendly, cooperative relationships with the general public in the performance of duties and responsibilities. In all ways project a positive and professional image.

b. Public Officials: cooperate with and whenever possible, assist with information and other requests.

IV. GENERAL PHYSICAL ACTIVITY AND DEMANDS

The activities of this position require the individual to be able to lift 40 pounds and carry it for 50 feet on an occasional basis. Individual will be pushing and pulling on an occasional basis opening file drawers and moving chairs and tables around. Individual must have good finger dexterity in order to use the phone, computer, and write, use tools, send faxes, all on a continuous basis. The individual will be kneeling occasionally in order to perform tasks. Occasionally duties may be performed outside with exposure to weather. Should be able to “walk the site” – a walk of at least two miles in often difficult terrain.



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V. EMOTIONAL/MENTAL DEMANDS

There will be continuous need for meeting deadlines in this position.

Note: Individual must possess and maintain the mental and physical competencies necessary to perform the duties of the position. This position description is not intended to be all-inclusive. The responsibilities and duties specified in this job description and the information contained in the accompanying position specifications are intended to generally reflect the nature of the position. The individual is expected to work extended and/or irregular hours as necessary, often for long hours to meet deadlines. The community, political, educational institutions and landowners continually make requests that may require quick changes to plans and place mental pressures on an individual, and Each must always be dealt with maturely, openly and honestly. Will spend a lot of time working the various forms of media. These opportunities, often pressure situations, must be handled with accuracy, total integrity, and the COMtech view must be presented correct the first time, always. Funding the corporation is a function of the CEO and demands skills and toughness to ensure all essential operations are fully funded. This responsibility is often at conflict with other pressure demands.

The position description does not constitute a written or implied contract of employment.



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