

ECONOMIC DEVELOPMENT DISTRICT OVERVIEW: A PRIMER FOR NEW STAFF USER'S GUIDE

INTENDED AUDIENCE

This guide was developed for Economic Development District (EDD) executive directors to incorporate into their new employee onboarding process. It is especially intended for staff that have not previously worked in an EDD, have no prior knowledge of the EDD, or have not been engaged in regional planning and development. It could also be used as part of the orientation process for new board members.

PURPOSE OF THE GUIDE

The guide was created to help explain the work of EDDs and their role in the national economic development landscape. EDA-designated EDDs across the nation have two primary commonalities: they undertake a regular Comprehensive Economic Development Strategy (CEDS) process, and they meet certain economic distress criteria set forth by EDA. Beyond that, the programs and services they provide can range widely. The guide provides new staff with basic knowledge about the various roles of EDDs

ITEMS TO CONSIDER INCLUDING

If they are not part of your existing onboarding materials, we suggest you might include with this Guide:

- Organizational chart
- Key program areas with descriptions
- Staff contact list and areas of responsibility
- Board member list
- List of your membership organizations (NADO, NARC, SWREDA, SERDI, IEDC, etc)
- List of current primary funders
- Mission statement
- Code of Conduct
- Code of Ethics

WE HOPE THIS PRIMER WILL BE A USEFUL TOOL DURING YOUR STAFF ONBOARDING PROCESS.

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