



Jarrell Economic Development Corporation Job Description Job Posting / June 2020

Title: Executive Director
Reports to: Board of Directors of the Jarrell Economic Development Corporation (JEDC), under supervision of City Manager following the Board's guidance.

Job Summary:

Executive Director will lead the economic development activities targeted towards the economic growth of Jarrell, Texas. In developing and enhancing the economic vision for Jarrell, the Executive Director will; assist in developing goals and action plan; provide administrative and management function to the organization; and the formation, approval and management of the annual budget. To do so will require interaction with the JEDC Board, City Council and staff, the Chamber of Commerce, and the public. Serves at the direction of the Board of Directors of the JEDC.

Duties will include:

- Administration and management of the organization, with all long-range and immediate planning of all marketing and recruitment efforts ;
 - Develop goals and action plan for the organization,
 - Maintain all updates of the website, www.jarrelledc.org,
 - Maintain all marketing materials,
 - Maintain social media presence,
 - Maintain all updates to Jarrell site info on the website, and listing of all sites,
 - Maintain listing of potential Jarrell site incentives,
 - Develop targeted incentive proposals and responses for companies,
 - Participate in marketing missions and trade shows per the marketing plan,
 - Maintain the Business Retention & Expansion Program for existing businesses,
 - Conduct all assessment and reporting of JEDC programs.

- Develop, maintain, and manage the JEDC budget
- Make presentations to groups to embed the “economic vision” within the community and to those of interest outside the community
- Act as liaison with all local and regional partners
- Perform other duties and tasks as assigned by the Board of Directors Updates of the JEDC

Special Skills/Abilities/Knowledge:

- Demonstrates the skills to communicate effectively with internal and external audiences including prospects, Board of Directors, City Council and staff, Chamber of Commerce, and the public.
- Demonstrates the ability to develop and make effective presentations.
- Demonstrates the ability to interact with individuals and groups in a cooperative and collaborative manner.
- Demonstrates the ability to develop consensus and handle adversity.
- Demonstrates the ability and knowledge to effectively manage and provide accurate reports on the budget and financial transactions of the organization.
- Demonstrates the ability and knowledge to effectively propose successful tax incentive projects.
- Demonstrates the ability and Knowledge to understand commercial and industrial real estate transactions.
- Demonstrates the skills and knowledge to utilize the available technological capabilities to enhance the effectiveness of the organization.
- Demonstrates the ability to effectively develop and implement the short and long range, multiple goals of the organization.

Experience Desired:

- Equivalent to a Bachelors degree in Economic Development, Business, Public Relations, Marketing, Finance, or a related field from an accredited college or university. Masters degree in related field preferred.

- Five years of practical experience to demonstrate track record in economic development management.
- Successful completion of Basic Economic Development Course (BEDC) and Economic Development Institute (EDI) is beneficial.
- Certified Economic Developer (CEcD) as designated by the International Economic Development Council is preferred.

Work Place:

This is an exempt position that will require the need to work beyond what is considered a normal workday/week. This position sometimes requires extensive weekend and "after hours" work to successfully implement the planned programs. This position sometimes required extensive travel, both in and out of the boundaries of JEDC, for varying periods of time.