



*City of Jarrell*

161 Town Center Blvd

Jarrell, TX 76537

512-746-4593

[www.cityofjarrell.com](http://www.cityofjarrell.com)

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## **JARRELL ECONOMIC DEVELOPMENT EXECUTIVE DIRECTOR CAREER OPPORTUNITY**

Title: Executive Director

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

### **Job Summary:**

The City of Jarrell Economic Development Corporation has a career opportunity open for an Executive Director. The EDC is looking for a strong visionary who is equipped to set the City on an orderly path to explosive growth and business development. The ideal applicant will be able to effectively communicate the City's vision to a variety of stake holders and among diverse audiences and foster collaborative relationships with outside entities.

### **Duties include:**

- Administer and manage the organization, with plans for marketing and recruitment:
  - Develop goals and an action plan,
  - Maintain EDC marketing materials and social presence including the website,
  - Maintain available Jarrell site information, to include site incentives,
  - Develop targeted incentive proposals and responses for interested companies,
  - Conduct assessments and reports of EDC programs.
- Engage current businesses in the Retention & Expansion Program
- Develop and maintain the EDC 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 local and regional partners
- Perform other duties and tasks as assigned by the Board of Directors.

**Special Skills/Abilities/Knowledge:**

- Effectively communicate with internal and external audiences, to include prospects, the Board of Directors, City Council and staff, Chamber of Commerce, and the public
- Effective interaction with individuals and groups in a cooperative and collaborative manner and implement short- or long-range goals
- Knowledge of tax incentive projects
- Understand commercial and industrial real estate transactions
- Knowledge of available technology to enhance the performance of the EDC

**Training and Experience Desired:**

- Bachelor's degree in Economic Development, Business, Public Relations, Marketing, Finance, or a related field, from an accredited college or university.
- Three to five years of practical experience in economic development. Experience may replace formal educational training.
- Successful completion of Basic Economic Development Course (BEDC) and Economic Development Institute (EDI) is preferred.

**Workplace:**

This is an exempt position that will occasionally require work beyond what is considered a normal workday/week. The position sometimes requires extensive weekend and "after hours" work to successfully implement the planned programs. The position may require travel in and out of the boundaries of the EDC.

**Salary:** \$60,000-\$75,000; plus, benefits, negotiable based on experience and training

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Please see [www.cityofjarrell.com](http://www.cityofjarrell.com) to complete an Application For Employment and return to Jarrell City Hall, 161 Town Center Blvd., Jarrell Texas 76537, ATTN: Dianne Peace in person, by mail or email to Dianne Peace, City Secretary at [d.peace@cityofjarrell.com](mailto:d.peace@cityofjarrell.com)

Open until filled.

For any questions, please contact Dianne Peace at (512) 746-4593, ext. 121.