

Description:**MEDC BOARD OF DIRECTORS, TYPE 4B**

Duty Summary: The City of Marlin is currently seeking applicants to volunteer to serve on its newly created Marlin Economic Development Corporation Board of Directors, type 4B. This a volunteer position with no compensation, the service terms are two-years appointment by the City Council. This volunteer position is primarily responsible for the retention of existing business, industry recruitment and expansion, create workforce development program opportunities and assist to support existing companies and to provide assistance for the employment needs of newly recruited companies to Marlin. Secondary responsibilities will be to provide general support and guidance to the Executive Director with all administrative, marketing and business attraction needs as is necessary for the effective functioning of the organization, in accordance to the corporation bi-laws set forth by the City Council by a majority vote. Ensure that the board works with city management and the council at all times, so to benefit all citizens of the City of Marlin.

Key Duties:

- Assist in establishing a productive relationship with local businesses to identify, anticipate and address local employer needs especially as it relates to workforce.
- Represent the City of Marlin as MEDC representatives during scheduled onsite, virtual, phone, interviews or visitation of local business retention opportunities and or new business/industry opportunities.
- Ensure the Executive Director creates and maintain a database of local companies, and potential new companies with the findings from the regular interactions with these companies.
- Participate and work with HOTCOG Business Expansion Department through regular meetings and correspondence.
- Participate as needed with other local and state Economic Development Partners.
- Meet once monthly with MEDC Executive Director to evaluate any local talent development strategies and provide recommendations that will strengthen and/or evolve these current strategies. And, if necessary, create a strategy specifically for MEDC that would include internships, higher education partnerships and programming, etc.
- Make business recommendations to the City Manager and the Marlin City Council. And if necessary, provide the MEDC with the tools necessary for economic data collection and analysis for website updates, recruiting and existing expanding business needs.
- Assist the MEDC Executive Director in creating content for and maintaining MEDC website.
- Assist the MEDC Executive Director with developing and maintaining an economic development metrics tracking and reporting process.
- Gives directives to the MEDC Executive Director to maintain all postings of MEDC content on social media including Facebook, LinkedIn, Instagram & Twitter weekly or as needed.
- Responsible for helping to create and maintain annual budget as it pertains to business retention and expansion and workforce program needs.
- Interface with the Marlin City Secretary as necessary regarding agendas for MEDC Board meetings, financial information and general administrative questions or needs.
- Assist the MEDC Executive Director in researching and compiling economic opportunity data for special projects.

Requirements**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to effectively communicate in both oral and written communications
- Proficient in public speaking and presentations.
- Ability to create and use databases.
- Impeccable organization skills with the ability to work as team player.
- Ability to work well under pressure and to collaborate with a variety of personalities.

Qualifications to serve as a Director on the MEDC Board of Directors include a minimum of two (2) years of professional level experience in the workforce, working in economic development, education, public service, trade, business and or a successful entrepreneurial venture. Cannot have been convicted of a Class A misdemeanor or higher crime or civil act of moral turpitude. An equivalent combination of education, training and experience may be accepted in lieu of that preference.

Please see www.marlintx.net for an application, complete and return to Marlin City Hall, 100 Fortune Street., Marlin, Texas 76661, ATTN: Maryann Waddle.