

Executive Director Economic Development

City of Graham, TX

Organization: Graham Economic Improvement Corporation & Graham Industrial Association

Job Description:

The Executive Director of Economic Development is the principal economic developer for the City of Graham. The Executive Director is responsible for the day to day operations of the two organizations and is responsible for the implementation of the organizations strategies and objectives.

The Executive Director serves both the private Graham Industrial Association and the tax supported Graham Economic Improvement Corporation (Type B). The director will work with both boards to develop economic growth through business attraction, retention and expansion programs that result in the creation of jobs and capital investment.

The Executive Director will work with key groups to foster the area's economic development goals (i.e. local, state, regional and federal governments; community leaders; educational leaders; business partners and other aligned organizations).

The Executive Director will oversee board meetings and prepare agendas as directed by the boards.

The Executive Director should have knowledge of the principles and practices of economic development and be proficient in both written and oral presentations.

The executive Director should have a working knowledge of Chapters 501 and 504 of the Texas Local Government Code and the Texas Open Meetings Act.

The Executive Director should have or will attend the Basic Economic Development Course presented by the Texas Economic Development Council.

The Executive Director will be the lead person in prospect development and will formulate all presentations and incentive packages to prospects with advice and consent of the boards.

Requirements:

Bachelor's degree in business administration, marketing, finance, or related field, and five (5) years of increasingly responsible experience at a professional level in business, economic development, downtown development & management, or commercial real estate, or an equivalent combination of education and experience.

Economic Development Finance Professional (EDFP) Certification is preferred

Certified Economic Developer (CEcD) Certification is preferred.

Must possess a valid Texas Driver's License

Must be Bondable

Benefits:

Competitive Salary (\$55,000+) DOE

TMRS Retirement

Health Insurance and other Benefits

The City of Graham is an Equal Opportunity Employer

Time Frame:

Position will be available May 1, 2019. Applicants will be reviewed by a local committee. Position will remain open until suitable applicant is found.

Please Submit Cover Letter and Resume To:

Brandon Anderson

City Manager

P.O. Box 1449

Graham, TX 76450

banderson@grahamtexas.net

