**EXECUTIVE DIRECTOR EDC JOB DESCRIPTION**

The Executive Director provides senior level direction, management and oversight of the City of Breckenridge, Texas EDC. In general, responsibilities include economic development activities including retail, commercial and industrial business retention and expansion, community development, economic and incentive analysis, strategic planning and collaborating and building relationships with the EDC Board, City administration, Chamber, business community, Texas State Technical College, and commercial real estate representatives.

In addition, the BEDC is seeking a servant leader committed to developing strong community relationships and providing critical analysis and insights into economic conditions to the EDC Board and other community stakeholders. *Salary range is $75K to $90K dependent upon experience and education, includes paid vacation, health insurance and cell phone.*

Essential Job Functions:

* Develops and presents EDC Annual Strategic Work Plan, Annual Budget, and proposed projects to the EDC Board of Directors and to City Council for approval. Provides regular executive level reporting to the EDC Board and City Council.
* Develops and implements projects, recommendations, economic analyses, incentive analysis, and proposed policy changes for consideration by the EDC Board of Directors in keeping with Board directives, the EDC's Articles, Bylaws and Mission.
* Develop and manage EDC budget, financial performance, including contracts, accounts payable, receivable, maintains cash flow projections and preparation of financial statements of the EDC. Provides analysis of revenue and expenses to anticipate and propose changes/alterations in EDC’s best interest.
* Ability to operate personal computers and software, including but not limited to Microsoft Word, Excel, Quick Books; and operate other office related equipment.
* Must be a team player subscribing to servant leader principles, able to network and build relationships with the partner organizations, agencies, (City, Chamber, County, Texas Midwest Community Network, BISD), and the business community.
* Works to retain/expand existing businesses and works to recruit new businesses to Breckenridge.
* Collaborates with other outside resources, organizations, and commercial real estate representatives to attract new businesses and to assist with expansion of existing businesses.
* Negotiates vendor contracts for service with the approval of the EDC Board and monitors contract compliance.
* Ensure that orders and resolutions from the Board are carried out.
* Collaborates with City Manager and leadership for strategies and planning and is an active member of the Development Review Team.
* Manages the branding, marketing, and advertising of the EDC, which represents the City of Breckenridge as a wonderful place for business.
* Coordinate the exchange of information related to economic development with the Breckenridge Industrial Foundation.
* Serve on the boards of Breckenridge Industrial Foundation and Breck Improvement Council and provide secretarial and accounting assistance to both.
* Performs other duties and tasks as assigned.

**EDUCTION AND BASIC REQUIREMENTS**

* Bachelor's degree from an accredited college or university in Economics, Public Policy, Business or Public Administration preferred, or combination of experience and applicable certifications.
* Certification from OUEDI, TEDC or TEEX, preferred.
* Minimum 5 years of progressively responsible management and supervisory experience in the field of economic development or suitable alternative.
* Must be bondable, pass a pre-employment drug-screening test, and a criminal background test.
* Have and maintain a clear and valid Texas Class C Operator's License with an acceptable driving record.
* Must be a Stephens County resident within 6 months of employment.

**OTHER REQUIREMENTS**

The Director must have significant knowledge, skills, and/or abilities in:

* City organization, operations, policies, and procedures.
* Ability to handle multiple projects simultaneously, work under pressure and meet deadlines.
* Strong financial and budgeting background.
* Proven and prior experience negotiating developer agreements, working in growing communities, and creating and accomplishing objectives which benefit taxpayers.
* Strong work ethic, working independently with minimal oversight, be a self-starter.
* Bring ideas to the board that further the mission, vision, and goals of the EDC.
* Desire to immerse oneself in and be part of the community.
* Be available outside of normal working hours when required.

**PHYSICAL REQUIREMENTS**

* Must have the ability to sit, stand, move around, bend, reach, stretch, push, and pull, and remain upright for extended periods of time in one room.
* Ability to lift and move objects weighing up to twenty-five (25) pounds, unassisted.

**TO APPLY**

* Submit Resume, three letters of recommendation and three references with contact information to [cnorthrop@breckenridgetx.gov](mailto:cnorthrop@breckenridgetx.gov).
* The position is open until it is filled.