

****JOB POSTING****

Job Title: Economic Development Corporation Executive Director
Job No: 21-03-501-03
Department: EDC-Administration
Classification: Exempt - Contract
Job Type: Full-time
Posting Dates: 03/09/2021 to 04/09/2021

Summary

The Town of Horizon City seeks an experienced Economic Development professional to serve as its next Economic Development Executive Director. This position works closely with the EDC Board of Directors, Town of Horizon City Planning Dept, City Staff and other city departments to develop and advance the Town's community and economic development interests that affect the Town and a metropolitan area of more than 25,000 people.

The Director will oversee the Economic Development Department's services including community development, economic development, planning and zoning, and housing under the Town's Economic Development Corporation. The Economic Development Executive Director is responsible for leading a department of 1 employee, and manages a total operating budget of approximately \$485,192. The position reports to the Economic Development Board President.

Qualified candidates should have:

- A Bachelor's degree in planning, community development, economic development, public administration or related field; and
- More than seven years of progressively responsible experience in community development, economic development, redevelopment, marketing or real estate in either the public or private sector.

Ideal qualifications include:

- A Master's degree in one of these disciplines - planning, community development, economic development, public administration, or related field, and/or AICP certification;
- Demonstrable economic development experience highlighting the ability to champion projects meeting the Town's vision;
- A collaborative and communicative approach to work;
- Strong leadership skills within and outside the organization;
- Comfort working with an array of stakeholders including elected officials, City employees, developers, real estate agents, and residents; and a passion for work in a demanding, rewarding and collegial environment.

A starting salary range of \$75,000 – \$90,000 +/- DOQ, and an excellent benefit package, is offered.

To apply please submit a Resume, Cover Letter and a list of five (5) Professional References and contact information by March 26, 2021 to the attention of Elizabeth Acosta, HR Coordinator and email to: jobs@horizoncity.org, 14999 Darrington Road, Horizon City, TX 79928; or visit website at <http://www.horizoncity.org/human-resources/> for additional information. The City is an Equal Opportunity Employer.