

Position: Executive Director of Economic Development

Application Period: Tue, 04/24/2018 to Fri, 5/18/2018

Organization: Bay City Community Development Corporation (BCCDC)

Street Address: 1900 5th Street

City: Bay City

County: Matagorda

State: Texas

City Population: 17,819

Job Description: Executive Director will plan, coordinate and implement commercial recruitment and expansion strategies to grow the City of Bay City in a strategic manner. Bay City has a Mayor– Council form of government made up of 5 council members. The BCCDC operates as a separate Type B corporation with a seven-member board, (three city council members and four citizen members) providing direct oversight of the Executive Director.

Responsibilities:

- Administer an estimated budget of \$1.5M
 - Develop budget, and allocate, and approve all invoices for expenses
- Work to enhance Bay City's economy by retaining and creating jobs
- Plan and manage community and economic development initiatives
- Oversee marketing efforts and incentives to new and expanding businesses
- Be able to effectively relate to and communicate with various public and private organizations associated with community economic development and community betterment
- Maintain accurate and up to date information on the area and to present the information to a prospect
- Ensure compliance with all laws, rules and regulations governing the Type B Economic Development Corporation and its operation
- Oversee the Bay City Main Street Program
- Manage the Small Business Development (UH-SBDC) to help entrepreneurs and start-up organization by utilizing all available resources
- Prepares, implements and administers long-range economic development planning
- Maintain professional affiliations to enhance professional growth and remain current with the latest trends and techniques of economic development.

Personal Traits:

- Be self-motivated, results oriented individual able to work with the Board of Directors
- Ability to work as part of a team with City, County and Chamber leadership is essential
- Possess excellent verbal and written communication skills to be used with the staff, Board of Directors, citizens and media, as well as good listening skills

Position Requirements:

- Bachelor's Degree in business management, marketing, community development, planning, engineering or a related field is required. Advanced degree is preferred.

- 6 years in economic development, with at least 2 years in a senior economic development office management position.
- Certified Economic Developer (CEcD), Professional Community Economic Development (PCED) certification, or graduation from the University of Oklahoma's Economic Development Institute is highly preferred.
- Experience working for boards and preparing for board meetings is necessary.
- Strong written and verbal skills are required.
- Knowledge of Federal, state and other economic development and community development grant and loan programs is required.
- Staff management experience is strongly preferred.
- Experience in working with a Type A or B sales tax organization is preferred.
- Executive Director must have or be able to obtain a valid Texas driver's license and own a vehicle.

Salary: Commensurate with qualifications and experience with excellent benefits

Submit Application To: Bay City Community Development Corporation, email to dcdunham@cityofbaycity.org Application should include a compelling cover letter, comprehensive resume, and three professional references. Confidential inquires welcomed to D.C Dunham; 979-479-0165