Mt. Vernon – Economic Development Director

Job Description: The City of Mount Vernon is seeking an experienced, personable, dynamic, team oriented Economic Director who will be responsible for the day-to-day operation of the that department, under the direction of the City Administrator of Mt. Vernon is a Type A General Law City with 2,662 citizens, located 100 miles east of Dallas on I-30.

Qualifications: Minimum of five years experience in Economic Development and/or a Bachelor's degree. Demonstrated economic development, historical preservation, strategic planning, and budgeting skills are essential along with strong leadership, communications, necessary technology skills and facilitation skills. Experience with Economic Development Institute would be a plus. Salary up to $60,000.00, plus benefits. Interested applicants should send resume with salary history to City of Mount Vernon, PO Box 597, Mount Vernon, Texas 75457 or cityadm@comvtx.com
Mount Vernon EDC Executive Director – Hiring Criteria

I. Administration
   a. Maintains/directs a seven-director economic development board.
   b. Prepares for monthly meetings, ensures all necessary business items are thoroughly discussed, and documents minutes/agendas, including audio recordings and public notices.
   c. Ensures all practices, policies, and procedures are aligned with EDC state/federal laws and guidelines.

II. Business Recruitment
   a. Strategically plans for business growth, including recruiting new businesses, community assets, and development of strategies to further community development.
   b. Prepare/compile RFPs and business recruitment materials for prospective clients interested in the community.
   c. Assess business applicant’s potential economic impact on the community and develop incentive packages to reflect those assessments.
   d. Create incentive programs to align with the present economic goals and revise existing programs as necessary in furtherment of business growth.
   e. Execute existing plans/strategies of the EDC and City Council, while supporting/promoting endeavors of sister organizations such as Main Street, Chamber of Commerce, and Industrial Foundation.

III. Business Retention/Expansion
   a. Retain existing retail/industry in the community and analyze the community needs that will further their future growth/success.
   b. Identify and encourage business leaders in the community to promote continued investment/expansion.
   c. Actively monitor community businesses as to the current state of business and customer counts.
   d. Work with City Council to identify/promote infrastructure needs that serve to make existing businesses more economically viable.
   e. Improve the overall quality of life within the community through analysis/investment in infrastructure, parks, and housing conditions.

IV. Communication/Marketing
   a. Offer economic-related updates to the board on a weekly basis, culminating in analysis/action taken on feasible projects at monthly meetings.
   b. Coordinate with civic and community organizations to present a united front and harmonize recruitment/retention strategies.
   c. Identify and encourage business leaders in the community to promote continued growth and investment through constant communication and networking.
   d. Maintain the EDC website through daily updates, including promotion of social media pages promoting community businesses and events.
V. Training & Education
   a. Promote/administered the EDC Scholarship program to promote enrollment in trade schools and investment in our youth.
   b. Attend meetings/seminars at civic organizations and educational classes to further knowledge of Type B EDCs, business recruitment techniques, and grant opportunities.
   c. Educate the public as to the EDC role/opportunities through local meetings and presentations.