



THE ECONOMIC DEVELOPMENT CORPORATION
OF WESLACO

JOB DESCRIPTION

POSITION

Executive Director serves as chief executive officer of The Economic Development Corporation of Weslaco (EDCW), a private corporation with responsibility for the management of the corporate activities, under the direction of the Board of Directors to ensure and foster effective economic development activities within the EDC.

REPORTS TO

Directly reports to the EDC Board President with oversight of the Board of Directors.

STATUS

Serves at the will and pleasure of the EDC Board of Directors, full time with salary and benefits as approved by the Board.

EDUCATION AND EXPERIENCE

- Bachelor's degree in a relevant field of study, i.e., Business Management, Marketing, Accounting or 15 years of experience.
- Grant development, implementation and execution.
- Successful track record suggestive of energetic and innovative leadership and experience in managing nonprofit organizations and corporations.
- Minimum of five years of experience in community and economic development in a senior management position with a record of success.
- Political astuteness and knowledge of state and federal economic/community development agencies and programs.
- History of involvement in the community through civic clubs, nonprofit agencies, etc.

PRIMARY ESSENTIAL RESPONSIBILITIES

- Provides leadership in developing and administering a continuing program of policy development, public relations and community development on behalf of the EDC to promote and market economic development in the City of Weslaco.
- Collaborates, communicates, establishes and enhances strong relationships with legislative bodies, industries, business groups, educational institutions and other county, city and state departments and agencies, the media and the general public.
- Manages an ongoing economic development promotional program for businesses seeking relocation and/or expansion.
- Manages an efficient operation within Board approved budget restraints, in keeping with the objectives of the EDC as approved by the Board of Directors.
- Maintains control over expenditures to ensure that the EDC maintains a sound financial position.
- Develops the annual Economic Development Plan and budget for presentation and approval by the Board of Directors.
- Reviews and develops reports on monthly, quarterly and annual activities; assists in development of short term and long term policies and projections; submits recommendations to the Board of Directors.
- Keeps the Board of Directors and other stakeholders informed of all phases of the EDC's operations.
- Actively seeks new stakeholders and sources of funding on an ongoing basis sufficient to ensure continued funding of necessary EDC activities.
- Attends and participates in a variety of meetings to communicate EDC policies.
- Applies strong marketing, promotion, sales and closing skills.
- Maintains an active role in local, regional, state and national economic development and real estate organizations, including membership in applicable organizations.
- Performs other duties as assigned. **Due to Covid please submit only electronic documents.**

HOURS – Full-time exempt position - Please submit letter of interest and resume via dropbox link below:

<https://www.dropbox.com/request/We4HHh39foPVEK679w04>