JOB REQUIREMENTS

Title
Executive Director

Reports to
Board of Directors of The Economic Development Corporation of Weslaco (EDC)

Position Summary
Provides the ultimate administrative and management function of the EDC. Areas of primary focus include design and implementation of the strategic plan; formation, approval, and management of the annual budget; interacts with the Board, City Commission, and Chamber of Commerce within the boundaries of the EDC and the public. Serves at the discretion of the EDC Board of Directors. By the time of appointment, the candidate will need to reside within the boundaries of the City of Weslaco.

Education/Experience
- Bachelor's degree in a relevant field of study preferred
- Knowledge of Grant Proposal/Development/Execution
- Knowledge of Real Estate
- Minimum of five years of experience in community and economic development in a senior management position with a record of success in economic development projects
- 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.

Hours/Days of Work
This is an exempt position requiring work beyond what is considered a normal workday/week. This position sometimes requires extensive weekend and after hours work to successfully implement the planned programs. This position sometimes requires extensive travel, both in and out of the boundaries of the EDC, for varying time periods.

Special Skills/Abilities/Knowledge
- Communications – demonstrates the ability to communicate effectively with internal and external audiences, including prospects, Board members, City Commissioners, and Chamber of Commerce within the EDC boundaries, staff, and the public
- Presentations – demonstrates the ability to develop and make effective presentations
- Interpersonal – demonstrates the ability to interact with individuals and groups in a cooperative and collaborative manner; to develop consensus and handle adversity
- Financial – demonstrates the ability and knowledge to effectively manage and provide accurate reports on the budget and financial transactions of the EDC
- Technical Expertise – demonstrates the skills and knowledge to utilize the available technological capabilities to enhance the effectiveness of the EDC
- Planning – demonstrates the ability to effectively develop and implement the short- and long-range multiple goals of the EDC
- Grants- Planning and implementing grants from its application to approval and utilization.

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<u>Responsibilities include, but are not limited to</u>
- Administration and management of the EDC
- Long-range and immediate planning
- Development and implementation of strategic plan, including the mission, goals, and objectives of the EDC
- Budgeting and management of all financial components of the EDC
- Official spokesperson of the EDC; responsible for communications with the City Commission and Chamber of Commerce within the boundaries of the EDC, Board of Directors, staff, and the public
- Research, assessment of existing programs, and reporting
- Maintains overall responsibility, accountability, and authority for the economic development and tourism efforts of the EDC
- Management of all EDC staff and contractors for EDC programs
- Performance of other duties and tasks as assigned by the Board of Directors

<u>Work Environment</u>
- The job requires a strong people orientation, dealing with multiple interruptions on a continual basis, while maintaining a friendly interface with others
- The job demands a positive and constructive view of working with others, with a high percentage of time spent listing to, understanding of, and successfully working with a wide range of people from diverse backgrounds to achieve positive outcomes
- The job calls for a high level of optimism and a "can do" orientation, requiring multiple talents and a willingness to adapt them to changing assignments