

Job Description

Job Title: Executive Director

Date: May 2, 2022

Reports To: BEDC Board of Directors

Organization: Buda Economic Development Corporation

FLSA: Exempt

Supervisory Responsibilities: Supervise all BEDC staff

Salary: Commensurate with Experience

ABOUT THE BUDA ECONOMIC DEVELOPMENT CORPORATION (BEDC):

Established in 2001, the City of Buda 4B Corporation (“Buda Economic Development Corporation”) is a non-profit, Economic Development Corporation created under sections 501, 504, and 505 of Texas Local Government Code, and is a separate legal entity from the City of Buda. The Buda Economic Development Corporation is funded through a half-cent sales tax, and its mission is to provide leadership in creating and pursuing balanced economic growth, by recruiting and retaining desirable, diverse businesses and developing infrastructure, while protecting the quality of life and natural resources in the region. The Buda Economic Development Corporation provides small business assistance and guidance, and partners with existing Buda businesses for their growth and expansion.

Job Description - The Executive Director of the Buda EDC is the principal economic developer in Buda and is responsible for the overall planning, directing, organization, and administration of the Buda EDC to achieve goals as outlined in the Strategic Plan and Program of Work. The Executive Director should create an environment of professionalism and excellence within the Buda business community and provide leadership and vision for Buda economic development efforts.

Job Requirements

Administration

- Assists the Board of Directors in the formulation of economic development policy/procedure
- Provides a leadership role in development and implementation of the Strategic Plan and annual Program of Work for the Buda EDC; develops and oversees a plan of economic action encompassing the key program areas such as: Business Attraction, Retention & Expansion, Community Development, and Leadership Development
- Prepares written communication and reports regarding economic development plans, projects and activities to the Buda EDC Board of Directors and the City of Buda as appropriate
- Attends Council meetings and workshops to represent the Corporation on economic development matters
- Oversees notification of all meetings, preparation and distribution of meeting agendas and other official documents; provides staff support to the Board of Directors
- Directs staff selection, training, and supervision of the Buda EDC staff and contractors necessary to complete essential functions and competencies

Finance

- With the Finance Committee, prepares, presents, and administers the budget in accordance with program goals and objectives; directs the forecast of funds needed for staffing, equipment, materials, and supplies
- Monitors and approves expenditures in conjunction with the Board of Directors of the Corporation

- Oversees financial reporting
- Serves as Investment Officer for the Buda EDC, and attends required training on the Public Funds Investment Act (PFIA)

Recruitment

- Proposes, develops, and implements services, programs, and policies for effective recruitment of new industry, new businesses, and new investment in the area
- Identifies potential sites within the City conducive to commercial and industrial growth and maintains a data base of said sites
- Creates prospect packets based on needs of business prospects
- Recruits commercial and industrial business developers through targeted marketing; meetings with developers, brokers, retailers, and other businesses to encourage business development opportunities in the City of Buda
- Leads negotiations on business or development agreements for commercial and industrial business development, which may include tax relief options or similar business development incentives; oversees the monitoring of agreements for compliance with State, local and/or federal regulations
- Oversees the preparation and presentation of funding proposals and the administration of contracts and grants
- Responds to leads or “Requests for Proposals” with support from the Buda EDC Team and other agencies as needed

Public Relations/Marketing/Communications

- Act as a liaison to government officials, government agencies, Chambers of Commerce, existing and potential private sector businesses, economic development professionals and others regarding all aspects relating to the Corporation’s economic development programs
- Attends meetings of local industrial, commercial, and civic organizations to increase community contact and develop understanding of the Corporation’s economic development program
- Serves as official spokesperson of the Buda EDC
- Directs and oversees public relations and marketing campaigns
- Manages web site content, graphic design, and audio-visual services

All other assignments and responsibilities as assigned by the Buda EDC Board of Directors

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Required Education Bachelor’s degree (B.A./B.S.) from four-year college or university
- Required minimum of five years progressive professional experience
- Preferred Master’s degree and/or 10-years relevant experience
- Required Certified Economic Developer
- Required current State of Texas Class ‘C’ Driver’s License

LANGUAGE SKILLS:

Ability to develop and maintain good personal and effective working relationships with others, including County, State, and Federal agencies, other employees, civic groups, City of Buda and BEDC staff, BEDC

Board of Directors, City Councilmembers, and the public. Ability to clearly and effectively communicate both verbally and in writing.

KNOWLEDGE, ABILITIES AND SKILLS:

- Excellent supervisory skills
- Demonstrated ability to maintain confidentiality
- Ability to handle, resolve, and offer creative solutions to recurring problems
- A track record of “deal making”
- An understanding of incentives related to economic development
- An understanding of real estate practices/transactions
- Ability to manage several activities simultaneously
- Ability to organize work/resources, establish priorities and exercise sound, independent judgment that is consistent with BEDC policy and established guidelines to proceed with objectives
- Exceptional organizational skills- including managing workflow, juggling priorities, as well as delegation of workload as needed to staff
- Good time management skills with flexible attitude and ability to handle multiple projects with short deadlines and exercise initiative
- Ability to easily establish and work effectively with a wide range of people, including but not limited to, business leaders, developers, financial institutions, citizen groups, outside agencies, interdepartmental staff and brokers
- Ability to maintain a positive customer service attitude
- Ability to communicate clearly and concisely, orally and in writing; attention to detail and problem-solving skills
- Skilled in public and interpersonal relations in a group setting or in a one-to-one situation.
- Basic computer and office equipment operation; Microsoft Office Programs; Proficiency in Microsoft Outlook; Office 365
- Data collection, research, and report preparation
- Knowledge of social media platforms

WORK ENVIRONMENT/ADA: While performing the duties of this job, the employee is regularly required to sit for long of periods of time performing repetitive functions. Some of these functions include: filing, typing prescribed words per minute accurately, sitting at desk and viewing display screen for extended periods of time. Travel will be required to various locations and participate in meetings to conduct BEDC business during day, evening, and weekend hours.

PHYSICAL DEMANDS:

- Ability to sit for extended periods of time while working
- Constant hand, finger, and arm use
- To occasionally function in activities involving walking, bending, squatting, reaching
- Occasionally stand for extended periods of time
- Ability to hear clearly and speak intelligibly
- Ability to lift and/or move up to 25 lbs.

WORK SCHEDULE:

Regular organizational business hours are Monday – Thursday, 8 a.m. - 5 p.m. and Friday, 8 a.m. – 4 p.m. Common out of state travel by vehicle and/or air and “after hours” are required as well as extended overnight stays for out-of-town events and meetings.

Buda Economic Development Corporation is an Equal Opportunity Employer

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