

**MIDLAND DEVELOPMENT CORPORATION
EXECUTIVE DIRECTOR OF ECONOMIC DEVELOPMENT**

JOB DESCRIPTION

The Midland Development Corporation is a Type A sales tax corporation formed for the purpose of fostering economic development within the city of Midland, Texas. The Midland Development Corporation is seeking qualified applicants for the position of Executive Director of Economic Development. This position will serve as the primary role for the promotion of economic development and business development activities in Midland. The Executive Director of Economic Development will be responsible for growing the local economy through attraction and expansion efforts that realize effective job growth in the city. The Executive Director of Economic Development serves a five-member Board of Directors for the Midland Development Corporation and must project integrity and transparency.

PRIMARY RESPONSIBILITIES

- Work with Board of Directors to develop economic growth through business attraction, retention, and expansion programs that result in the creation of jobs and capital investment
- Manage the overall structuring, financing, negotiating incentives, and closing of deals on behalf of Midland Development Corporation
- Effectively build and maintain relationships with the city, business community, and other vital stakeholders
- Develop and maintain knowledge of all available properties (e.g., existing industrial and commercial sites)
- Analyze key industry sectors and develop targeted business development strategies
- Develop and maintain communication programs that effectively convey the mission and successes of the Midland Development Corporation to the Midland community
- Cultivate partnerships with community entities to foster the region's economic diversity and workforce development (i.e., local, state, and federal governments; community leaders; educational leaders; business partners; and other aligned organizations)
- Serve as the organization's primary external contact and spokesperson, which entails interaction with the media, community associations, private development entities, etc., as necessary
- Coordinate monthly public meetings of the Board of Directors in accordance with all applicable laws
- Attend meetings and make presentations when necessary
- Supervise Midland Development Corporation staff

QUALITIES AND TRAITS

- Charismatic and dependable leader with a commitment to developing collaborative partnerships with business and community leaders
- Team-oriented, action-oriented, and self-motivated
- Positive and confident leader who will effectively communicate and promote the Midland Development Corporation's message internally and externally

- An executive-minded visionary who works well under pressure and is capable of thinking outside of the box, absorbing information quickly, thinking broadly, analyzing thoroughly and acting decisively
- Willing to play a highly visible role, the ideal candidate must participate broadly across the leadership structure of the community and the state.
- A history of emotional intelligence and personal/professional integrity
- Risk assessor/taker based on analysis
- Experience establishing positive and proactive communications with and among a Board of Directors with regard to strategic plans, policies and programs
- Effective management skills; a proven track record of people and project management; both tactical and strategic planning experience; a positive history of developing and meeting budgets and goals; a commitment to teamwork; ability to delegate and hold others accountable

EXPERIENCE AND SKILLS

- In-depth knowledge of the principles and practices of economic development
- Proficiency in Microsoft Excel, Word, and Outlook - skills will be assessed through testing
- Demonstrated ability to attract new jobs and to assist existing business expansion
- Experience working with site selection consultants
- Knowledge and experience in financial packaging
- Working knowledge of the requirements of Chapters 501 and 504 of the Texas Local Government Code and the Texas Open Meetings Act is a plus

QUALIFICATIONS AND EDUCATION

Bachelor's Degree from an accredited college or university is required, supplemented by ten or more years of experience in economic development or business development in a supervisory/management capacity.

COMPENSATION

Salary and benefits offered will be competitive and appropriate to experience and qualifications.

SUBMIT APPLICATION TO:

Please email your resume and completed Application for Employment to ed3@midlandtxedc.com. Please include the job title in the subject line of your email.

APPLICATION FOR EMPLOYMENT

The information contained herein is vital to consideration for employment with Midland Development Corporation. All documents must be filled out completely and signed by you before employment can be considered.

Midland Development Corporation does not discriminate in the hiring or employment on the basis of race, color, religious creed, national origin, sex or ancestry; nor on the basis of age against persons whose ages are 40 or above, nor on the basis of a disability not limiting the applicant's ability to satisfactorily perform the job for which application is being made nor on any other basis prohibited by law. No question on this form is intended to secure information to be used for such discrimination.

Name: _____ Date: _____

Address: _____

Telephone No.: _____

Position applying for: _____ Date available: _____

Salary desired (full-time): _____ Are you currently employed? _____

If employed, please supply company name and phone number: _____

An applicant's current employer may be contacted for reference checks.

Have you ever been convicted of a felony or placed on deferred adjudication for a felony? _____

If yes explain _____

(Conviction of a crime will not necessarily bar you from employment.)

PREVIOUS EMPLOYMENT INFORMATION

List all employment positions you have held in the last 10 years, beginning with the most recent. Include self-employment and volunteer work. Please account for all gaps in employment. Attach an additional sheet if necessary.

Current or Last Employer:

Employer	Dates Employed To/From	Job Duties – Work Performed
Address		
City, State, Zip		
Phone Number	Job Title	

Supervisor	Reason for Leaving
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Employer	Dates Employed To/From	Job Duties – Work Performed
Address		
City, State, Zip		
Phone Number	Job Title	
Supervisor	Reason for Leaving	

Employer	Dates Employed To/From	Job Duties – Work Performed
Address		
City, State, Zip		
Phone Number	Job Title	
Supervisor	Reason for Leaving	

EDUCATION

Circle the highest grade completed:

High School	College/University	Graduate/Professional
9 10 11 12	1 2 3 4	1 2 3 4

List names and locations of school attended:

List vocation or business schools attended:

REFERENCES

(Give two names of two persons not related to you whom you have known for at least one full year)

Name	Company	Phone Number

PLEASE BE ADVISED that documents submitted by applicants are subject to the Texas Public Information Act. Once Documents are submitted, the Midland Development Corporation may release said documents to the media and public. The release of said documents shall be subject to the Midland Development Corporation's sole and absolute discretion. This application and any accompanying documents submitted for consideration of employment become the sole property of the Midland Development Corporation and will not be returned to the applicant.

Applicant Signature _____ Date _____