



The Goliad Economic Development Corporation is accepting applications and resumes for an Executive Director from: **November 16th, 2022, thru December 9th, 2022 at 2:00 PM.**

Please submit applications to:

City of Goliad Finance Director/Human Resource Director, Sherry Kuenstler

foexec@goliadtx.net

or

Attn: Sherry Kuenstler

Goliad City Hall

P.O. BOX 939

Goliad, TX 77963

The Economic Development Executive Director is responsible for recruiting new businesses, expanding existing businesses, and improvement and management of the economic position of Goliad.

The EDC Director must be an aggressive, goal-oriented, self-directed individual with a desire to deliver significant results in a timely manner. The selected individual will search for and contact potential organizations to locate in Goliad, determine business potential, be the focus of the interaction process, and assist the organization in location to the City. Additional responsibilities include economic tracking and reporting, planning, training, coordinating with local businesses and organizations, and functioning in other roles as required.

SUPERVISION

The EDC Director works under the direct supervision of the City Administrator and serves as the liaison and point of contact to the Economic Development Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and implements projects, recommendations, economic analyses, incentive analyses, and proposed policy changes for consideration by the EDC Board of Directors in keeping with Board directives, the EDC's Articles, Bylaws, and Mission.
- Networks and builds relationships with the business community. Works to retain/expand existing businesses and works to recruit new businesses to Goliad.

- Collaborates with other outside resources, organizations, and commercial real estate representatives to attract new businesses and assist with expanding existing businesses.
- Provides analysis of revenue and expenses to anticipate and propose changes/alterations in the EDC's best interest.
- Identifies funding for new or continuing operations and to increase productivity.
- Assists in the development and management of the EDC budget, including all contracts; accounts payable, accounts receivable, and the preparation of financial statements; and maintains a cash flow projection.
- Negotiates vendor contracts for service with the approval of the EDC Board and monitors contract compliance.
- Ensures that agreements and orders of the Board are carried into effect.
- Collaborates with City staff and leadership for strategies and planning
- Manages the EDC's branding, marketing, and advertising, representing the City of Goliad as a great place for business.
- Acts as liaison with elected officials and agencies with contacts at the local, county, state, and federal levels.
- May preside over the Board of Directors, if requested.

QUALIFICATIONS

Education: High School Diploma or equivalent required; Formal, accredited training in Economic Development, Business, Public Relations, Marketing, Finance, or a related field

Experience: Minimum of three to five years of practical experience in economic development. Experience may replace formal educational training. Successful completion of Basic Economic Development Course (BEDC) and Economic Development Institute (EDI) is preferred or the ability to obtain within the first year.

Knowledge, Skills, and Abilities:

The Director must have significant knowledge, skills, and/or abilities in City organization, operations, policies and procedures; ability to handle multiple projects simultaneously; outstanding oral and written communication skills; knowledge of personal computers, copiers and printers; good organization skills and highly detail oriented; excellent customer service skills; ability to establish and maintain an effective working relationship with co-workers, employees in other City departments, outside agencies and the general public with a courteous and professional demeanor; ability to understand (and request clarification when needed) and follow written and oral instructions, City and Departmental policies, rules, regulations, and laws; be available after normal working hours when required.