



Job Title: Executive Director
Status: Full Time Position
Salary: \$40,000 – \$50,000/year DOQ
Open Date: March 2021
Close Date: Open until filled

The Hamilton Economic Development Corporation is seeking an energetic and highly motivated candidate to join our team as Executive Director.

General Description of the HEDC:

In 1996, the residents of Hamilton approved a one-half of one % sales tax dedicated to promoting economic development in the City of Hamilton. These funds must be expended in accordance with State Law to facilitate eligible projects. The responsibility of the City of Hamilton Economic Development Corporation (HEDC) is to reinvest the funds in Hamilton, to expand the city property tax base and create quality job opportunities. The HEDC provides leadership and direction to the City's economic and community development efforts within guidelines established by the HEDC and the City of Hamilton.

Mission:

The mission of the HEDC is to promote and enable community and economic development in Hamilton.

Goals:

- Goal #1 Downtown Development: To work with the Hamilton Main Street Program to revitalize Hamilton's Historic downtown into a thriving district.
- Goal #2 Business Retention & Expansion: To build and foster relationships with existing businesses that result in retention and expansion.
- Goal #3 Community Development: To continually improve the quality of life in Hamilton.
- Goal #4 Tourism: To become a premier Hill Country tourism destination.
- Goal #5 Business Development/Marketing: To successfully market the Hamilton area for business development.
- Goal #6 Thompson Building: To ensure the highest and best use for the Thompson Building.

Definition of Position:

The Executive Director performs a variety of administrative, technical, and professional work in the preparation and implementation of economic and community development plans, programs, and services. This full-time position is responsible for working closely with the Hamilton Economic Development Corporation Board of Directors, City staff, and elected officials in promoting the economic and community development interests within the community.

Essential Duties and Responsibilities:

- Organize, manage, and direct the ongoing operations of the Hamilton EDC
- Develop and administer organizational goals, objectives, and procedures outlined in the Hamilton Economic Development Corporation Strategic Plan
- Research, prepare, and administer a comprehensive budget
- Implement the Business Retention and Expansion Program
- Supervise the Hamilton Main Street Downtown Revitalization Program
- Coordinate assigned activities with the City of Hamilton and outside agencies
- Develop and nurture community relationships and organizational partnerships
- Manage the development and oversight of the Hamilton EDC website including design and content
- Develop integrated marketing strategies and manage the execution of brand marketing activities
- Create, select, and prepare content for digital media across all platforms (e.g. online, Facebook, Instagram)
- Content development for videos, press releases, and printed marketing material
- Develop and conduct ongoing public awareness and education programs
- Assist business and property owners with business and property improvement projects
- Provide information and/or make presentations to boards, city council, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans
- Prepare grant proposals and applications, contracts and other necessary documents as may be required for necessary projects
- Serve as a member of economic development groups or organizations that promote economic and community development at the local, state or federal level
- Monitor legislation and regulations relating to economic development

Qualifications: Bachelor's degree from an accredited University or four-year college in public administration, planning, economic development, marketing, journalism, or related field. Must have excellent written and verbal communication skills for project presentations and public speaking. Must be energetic, imaginative, well organized, and capable of functioning effectively in an independent environment. Ability to communicate effectively to groups and individuals, engineers, architects, contractors, developers, businesses, employees, and the public. Ability to establish working relationships with other organizations and economic development practitioners. Ability to prepare and analyze reports and data, and have skill in the operation of necessary tools and equipment, i.e. computer, Microsoft Office, Quickbooks, and general office equipment. Grant writing skills preferred. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities may be considered. State of Texas Class "C" Driver's license required.

Administrative Framework/Accountability

The Executive Director will work in the provided office reporting directly to the City of Hamilton Economic Development Corporation Board of Directors. The Executive Director will perform complex and responsible work and enjoy considerable latitude in discharging duties, exercising independent judgment and discretion in carrying out day-to-day responsibilities.

Attributes of a successful Executive Director

- Be a team player
- Have a sense of entrepreneurship and be a self-starter
- Understand and be able to work with city government
- Have an ability to communicate, both individually and to groups
- Have an appreciation and understanding of community involvement
- Be success-oriented and a motivator
- Be smart and humble enough to accept and overcome areas in his or her background that are weak
- Be personable, persevering and patient
- Enjoy people and build relationships in the community

Employee Benefits Include: Health and Term-life Insurance; retirement with Texas Municipal Retirement System; Paid holidays, vacation and paid sick days.

How to Apply: Please submit resume and letter of interest to: Hamilton Economic Development Corporation, P.O. Box 224, Hamilton, TX 76531, or e-mail: edc@hamiltontexas.com.

For more information please visit: hamiltontexas.com

City of Hamilton Economic Development Corporation is an Equal Opportunity Employer.