

**Executive Director
Development Corporation of Snyder**

Closing Date: Open Until Filled
Salary: Commensurate with experience

Please send resumes to:
Development Corporation of Snyder
2514 Ave. R
Snyder, TX 79549
OR:
info@growsnyder.com

Qualifications

Bachelor's degree from an accredited college or university with major course work in economic development, marketing, urban planning, public administration, business administration, economics or related field.
Minimum of 5 years economic development experience preferred.
Certified Economic Developer Certification (CEcD) preferred.

Primary Duties

Under the general supervision of the Board of Directors:

Recruit new business, expanding the local tax base and the creation of jobs. Be a resource and champion for existing local business expansion and retention.

Develop programs and incentives that align with the Board of Directors strategic goals and plan of work. Analyze the needs of the community, evaluate programs and incentives needed to meet those needs.

Develop, and manage, content on the DCOS website along with a marketing strategy.

Engage in the community through attending functions, volunteering and/or serving on boards.

Develop and maintain positive working relationships with city council, city staff, other taxing entities and appropriate boards and commissions.

Collaborate with the Chamber of Commerce to promote and facilitate quality of life, tourism and downtown revitalization efforts.

Actively participate in appropriate professional organizations to maintain awareness of best practices and stay abreast of new trends and innovations in economic development programs.

Offer accurate, up-to-date, and credible information to prospects interested in investing, locating, or expanding in a specific area. Be a liaison between city departments and prospects/existing businesses

Prepare reports and presentations as needed. Along with analyzing and preparing the annual budget.

Occasional travel and "after hours" may be required.