

Director of Community Development

Job Summary

Under general direction, plans, directs & coordinates future community development activities, including:

- Achieving city objectives as defined by City's Comprehensive Plan.
- Enhancing property values (residential and commercial)
- Promoting efficient & orderly development of private properties.

Job Duties

- Seek out businesses, housing development, and green space opportunities that match community's vision & needs.
- Ensure development coordinates with currently established locally owned businesses.
- Develop & implement growth strategies that improve the welfare of the community as a whole
- Direct research and analysis of technical information of proposed expansions and developments for impact on infrastructure and financial impact.
- Complete grants and proposals to secure funding for community initiatives.
- Develop & Manage budgets and fiscal reporting for community development projects
- Develop and maintain relationships with key stakeholders serving as a liaison with government officials, business leaders, and community members.
- Advocate for policies and regulations that support community development goals.
- Keep up to date on trends and best practices in community development and legislation around community development.
- Understand zoning, regulations, and land-use planning

Skill & knowledge

- Excellent analytical, problem-solving, and decision-making skills.
- Exceptional leadership and management skills
- Effective oral and written communication and negotiation skills
- Strong business acumen
- Detail-oriented and persuasive
- Ability to work in a team environment or independently.
- Ability to organize, prioritize and execute tasks in a fast-paced environment
- Experience managing multiple projects simultaneously
- History of successfully initiating New Sales Contacts for commercial and residential
- Track Record on Successful Grant Proposals
- Consistent and timely responses to inquiries
- Be Flexible to an everchanging needs and environment.
- Ability to interpret federal & state & local policies, laws, and regulations
- Working knowledge of federal-local government code for general law city

Requirements:

- Class C driver license
- Eligibility to be bonded
- Must reside in Somervell County within 6 months of job start.
- Meet standards of municipal hiring practices
- Bachelor's degree in business administration, marketing, or related field, MBA a plus and minimum of 5 years of proven business development, marketing or sales experience.
- Any combination of knowledge, experience, and skills may be considered as a qualification for the position.
- Proficient in MS Office (Word, PowerPoint, Outlook). Knowledge of Muni-code a plus

Working Conditions:

- Required to attend evening meetings
- Must be willing to travel both locally and nationally
- This position is considered essential and is required to respond to area-wide emergencies
- This position shall be considered exempt under the Fair Labor Standards Act