



HUMAN RESOURCES DEPARTMENT

TITLE:	EDC Vice-President	LAST UPDATED:	July 3, 2014
DEPARTMENT:	Economic Development Corporation	JOB CLASS:	TBD
REPORTS TO:	EDC President	FLSA DESIGNATION:	Exempt

Summary: Under general supervision of the President, is responsible for development and implementation of business retention, expansion, attraction programs and activities to encourage new investment, businesses and jobs to Frisco. Incumbent may be required to perform position-related tasks other than those specifically listed in this description.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Assists in the management of the day-to-day business affairs of the Economic Development Corporation (EDC).
- Assists in hiring and managing a professional staff as authorized as directed.
- Works closely with regional economic development organizations, allies and workforce providers and maintains close working relationship.
- Develops and sustains quality, trusting relationships with the leadership of prospective companies, regional and national site selectors and commercial and industrial realtors.
- Assists with the development of a strategic economic development plan for Frisco EDC that includes vision, goals and objectives. Determine initiatives for attraction, retention and expansion, entrepreneurial development, workforce readiness.
- Assists EDC President with in preparing and presenting the proposed annual budget to the Board of Directors and the City Council for approval.
- Develops and implements programs to attract new businesses and retain existing business.
- Analyzes the feasibility of proposed projects including financial and economic impact analysis. Research and compile demographic and economic data in response to inquiries from prospective businesses.
- Analyzes trends and conditions that will impact Frisco and determine necessary strategic modifications to take advantage of those trends and conditions. Identify areas of opportunity and weakness to improve the competitiveness of the community.
- Develops and implements programs with Director of Marketing to generate prospect leads.
- Develops and maintains business development relationships with clients, brokers, consultants and allies through local, national and international organizations.
- Manages prospect tracking database, periodic reports and site information.
- Schedules and conducts targeted sales calls and follow-up communications.
- Conducts promotional and training presentations to market Frisco to targeted audiences.
- Manages prospect data; screens and qualifies projects for drafting proposals and agreements.
- Responds to and manages responses to inquiries and conducts follow-up with personal contact and written communications.
- Develops and maintains positive working relationships with vendors, customers, other agencies and EDC staff.

Other Important Duties:

- Attends and represents the FEDC at certain events, functions, meetings and conferences.
- Attends City events on evenings and weekends.
- Travels to attend meetings, conferences and training; may travel internationally.
- May be required to work extended hours, evenings and weekends.
- Participates in community affairs as necessary to enhance the organization's professional image.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of City and department management policies and procedures.
- Knowledge of managerial and professional economic development principles, practices and procedures.
- Knowledge of applicable Federal, state and local laws, codes and regulations relating to general governmental management and economic development.
- Knowledge of principles and practices of public relations, including methods of business development, marketing and implementation.
- Knowledge of financial tools available on a local, state and national level that benefit a company or FEDC
- Proficiency in the use of computers and related equipment, hardware and software applicable to area of assignment.
- Proficiency in oral and written communications.
- Skill in strategic planning with the ability to understand the big picture and align priorities with broader goals and measurable outcomes
- Skill in critical thinking skills with the ability to analyze projects, situations or statements and determine their validity
- Skill in appropriate handling of politically sensitive and confidential information.
- Skill in organizing, prioritizing, tracking and managing multiple assignments, projects and tasks.
- Skill in effectively supervise and coordinate duties of assigned staff.
- Skill in contract negotiation and administration.
- Ability to work under deadlines and stressful situations.
 - Ability to conduct training, communicate at panel discussions and make professional presentations
 - Ability to provide professional customer service practices and procedures.
 - Ability to work independently in a fast-paced environment.
 - Ability to resolve problems quickly and effectively.
 - Ability to handle sensitive and confidential business and client information.
 - Ability to be able to establish and maintain effective working relationships with a diverse range of job-related contacts.
- Ability in the willingness to be a team member with ability to be a team leader.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Business Administration, Public Administration or related field, with five (5) years progressively responsible experience in economic development and 2-3 additional years of management/supervisory experience **or** equivalent combination of education and experience.
- Preference given to graduates of the Economic Development Institute.
- Preference given to individuals possessing a certification such as a Certified Economic Developer.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to irate or angry individuals.
- May be subject to extended periods of mental concentration, research and analysis.
- May be subject to bending, reaching, kneeling and lifting such as retrieving or replacing files and records, and setting up for meetings and special events.
- Must be able to lift up to 20 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, two-way radio, cellular telephone, multi-line telephone and other standard office equipment.

Approved By:

Signed by Jim Gandy, EDC President
James Gandy, EDC President

07/03/2014
Date


Shannon Allyn, HR Generalist

07/07/2014
Date