

Executive Director

Jasper Economic Development Corporation (JEDCO)

Department: Economic Development

Status: Salaried – Administrative (Pay Group A9)

Classification: Director of Economic Development (W/C 8809)

SIC Code: 9131

Position Summary

The Executive Director serves as the chief administrative officer of the Jasper Economic Development Corporation (JEDCO) and is responsible for carrying out the strategic goals and objectives established by the Board of Directors. This position works closely with city officials, community leaders, and business executives to attract, retain, and expand commercial and industrial development within the City of Jasper. The Executive Director represents JEDCO in negotiations, business recruitment, public relations, and community engagement efforts to promote sustainable economic growth and quality job creation.

Essential Duties and Responsibilities

- Provide leadership and oversight of day-to-day operations of JEDCO, including budgeting, financial management, personnel supervision, and strategic planning.
- Develop, implement, and manage marketing, advertising, and public relations strategies to promote Jasper as a competitive location for business and industry.
- Respond to and coordinate inquiries from prospective businesses, site selectors, developers, and regional or state economic development agencies.
- Conduct research and feasibility studies to evaluate potential project sites and make location recommendations.
- Serve as primary liaison between industry executives, local businesses, city officials, and state or federal agencies.
- Lead negotiations with national and international corporations seeking to establish or expand operations in Jasper.
- Organize and host industrial recruitment visits, site tours, and business development meetings.
- Represent JEDCO and the City of Jasper at professional conferences, regional partnerships, and community events.
- Prepare and deliver reports, presentations, and public speaking engagements to communicate JEDCO's goals, achievements, and project updates.
- Ensure compliance with local, state, and federal laws and maintain accurate documentation for all corporate activities.

Additional Responsibilities

- Maintain working knowledge of current economic trends, workforce development strategies, and funding opportunities.

- Develop and implement risk management programs and ensure completion of accident reports and required forms.
- Manage payroll processing and updates as needed (biweekly).
- Assist in preparation and administration of grant applications, contracts, and incentive agreements.
- Support continuous improvement and efficiency in all organizational operations.

Knowledge, Skills, and Abilities

- Strong understanding of economic development principles, business recruitment, and retention strategies.
- Knowledge of municipal government functions and economic development statutes.
- Proficient in Microsoft Office and database management; ability to interpret and analyze data and financial statements.
- Excellent written, verbal, and presentation skills; able to communicate effectively with business leaders, elected officials, and the public.
- Ability to plan, organize, and direct multiple projects simultaneously.
- Strong decision-making ability with integrity, diplomacy, and sound judgment.
- Demonstrated leadership and team-building skills.
- Flexible schedule with ability to work evenings or weekends as needed.

Education and Experience Requirements

- Bachelor's degree in Business Administration, Economics, Public Administration, Accounting, or a related field (Master's degree preferred).
- Minimum five years of progressively responsible experience in economic development, public administration, or a related field.
- Experience working with government entities, boards, and community organizations preferred.
- Valid Texas Class C Driver's License required.

Working Conditions

Primarily office-based position with some travel required for meetings, site visits, and conferences. Flexible work hours as necessary to attend evening or weekend functions.