



## Executive Director Job Description

### Summary:

The BEDC seeks an Executive Director with 5+years of leadership experience in a public administrative role that focuses on economic development or a related field. The successful candidate will be an innovative, gifted, and mission-driven leader dedicated to attracting, supporting and sustaining the economic growth of the Bastrop community and who has a track record of working with multiple stakeholders around a common goal. The selected individual will be required to reside in Bastrop, the Bastrop ETJ, or within close proximity.

### Responsibilities:

Job responsibilities of the Executive Director will include but not be limited to:

**Finance:** Prepare and prudently manage the fiscal budget and assets of BEDC.

**Personnel:** Recruit, manage and coach staff to ensure an effective team.

**Board of Directors:** The ED reports to the Board. Fully inform Board on all aspects of the organization and conduct monthly meetings. Make recommendations based on due diligence, vetting and adhering to all statutory regulations.

**Voice/Face:** Official spokesperson to inform, promote and publicize all activities.

**Strategy:** Leads development of long and short term plans to meet goals and objectives to fulfill organization’s mission in alignment with comprehensive plan.

**Project Management:** Responsible for consistent achievement of projects and programs from inception to contract negotiation to scheduled completion.

**Community Development:** Holistic approach to address quality of life and sustainable economic vitality: infrastructure, job training, broadband, education, etc.

**Relationship Manager:** Consensus builder with all stakeholders.

**Resource Expert:** Deep knowledge base of all related aspects of business development, statutory regulations and ordinances, inventories and assets.

### Qualifications:

Expert public speaker ~ financial acumen ~ contract negotiations and oversight ~ cultivate strong stakeholder relationships ~ project management ~ business analysis ~ build and manage an effective team.

### Attributes:

Collaborative ~ organized and detail oriented ~ servant attitude ~ strategic thinker ~ consummate learner ~ team player ~ effective oral and written communicator ~ self-motivated ~ professional integrity ~ creative problem-solver.

### Compensation & Benefits:

Competitive salary commensurate with qualifications and experience

Health, dental, and life insurance

Paid holiday (12) and vacation

Texas Municipal Retirement System (TRMS) participation

Car and phone allowance

Submit a cover letter and resume to BEDC’s Search Committee by emailing [ApplyBEDCED@gmail.com](mailto:ApplyBEDCED@gmail.com) .

*The Bastrop Economic Development Corporation is an Equal Opportunity Employer and values diversity in its workforce.*

*Applicants selected as finalists for this position will be subject to a comprehensive background check.*

Learn more about Bastrop Economic Development Corporation at: <https://www.bastropedc.org>.

