



Position: **Executive Director** (Part-time)

Application Period: April 15, 2021 - Open Until Filled

Salary: Commensurate with experience

Please send resumes to:

Development Corporation of Strawn (DCOS)

Susan Hurley, DCOS Secretary

shurley@fnbab.com --_Ph (325)665-2353

Opportunity

Strawn has an exciting, challenging and unique position for an Economic Development Director to develop a tourism-based economy.

Strawn is a small city located on SH 16, just north of I-20, mid-way between Abilene & Ft. Worth (60 minutes each way).

Geographically, Strawn is nestled next to the Palo Pinto Mountains, the northern extension of the Texas Hill Country.

Texas Parks & Wildlife (TPWD) began purchasing property west of Strawn in 2010 with plans to develop the first new state park in 20+ years. Palo Pinto Mountains State Park (PPMSP) has now grown to almost 5000 acres and will be one of the largest parks in North Texas. Construction began in late 2020 with plans to be open by 2023. PPMSP will cater to day trippers and overnight guests and those interested in the equestrian, biking and hiking trails. Additionally, the park will be very popular with astronomers, anglers, campers, RV'ers and outdoor enthusiasts. Given the size of the park, the unique terrain and proximity to the DFW Metroplex, PPMSP is expected to attract upwards of 50,000 to 70,000 people per year.

The DCOS is seeking a qualified, personable, dynamic, team-oriented Executive Director that will play a significant role in developing a primarily tourism based economy. This economy will provide business opportunities for local and outside investment, support and expand existing businesses, and create new job opportunities.

Qualifications

Ideal candidate will have a minimum of 1 year economic development experience and/or Bachelor's degree from an accredited college or university. Demonstrated skills in economic development, strategic planning, historic preservation, public administration, business administration and budgeting are beneficial for this position. A self-starter with strong leadership, communications and technology (I.e. Word, Excel, Powerpoint, Quickbooks, etc.) skills are needed to succeed in this role. Familiarity with Texas Economic Development policy/procedures and grant writing are a plus. A valid driver license and clean record are required.

Primary Duties

- Assist in recruiting new businesses, expand the local tax base and create jobs. Be a resource and champion for existing local business expansion and retention.
- Develop programs that align with the Board of Directors' strategic goals and plan of work. Working with the Board, help analyze the needs of the community; evaluate programs and incentives to meet those needs.
- Be active in the community through attending meetings (I.e. DCOS, City Council, Chamber), functions and engaging with various community, civic and county groups as well as developing working relationships with local and county officials. Evening hours and occasional travel may be required.
- Collaborate with the City and Chamber of Commerce to promote and facilitate quality of life, tourism and downtown revitalization and marketing efforts.
- 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 business agreements, monthly reports, monthly financials and presentations as needed, along with analyzing and preparing the annual budget.
- Manage all properties owned by DCOS including maintenance and rent collection.