



POSITION DESCRIPTION

JOB TITLE: Industrial Recruitment Manager

REPORTS TO: CEO

FLSA: EXEMPT

KEY DUTIES

- Assists Manager/CEO in developing strategies to increase private investment & job creation in industrial sector
- Responsible for setting up tours/site visits, hosting prospects, working with industrial real estate brokers & developers and others to promote Harlingen's industrial opportunities
- Analyze the feasibility of proposed projects including financial and economic impact analysis
- Research & compile demographic & economic data in response to inquiries from prospective businesses
- In collaboration with the Manager/CEO, develops & presents portions of the annual budget and program of work to the Board of Directors & City Commission
- Assist the Manager/CEO and assigned personnel in developing Annual Report
- Provides written reports & oral presentations on work progress to the board monthly
- Maintains data on all Tax Increment Refinancing Zones, Enterprise Zones, and others as applicable
- Represents HEDC at public, social & business functions including local, state and national functions
- Participates in community organizations & collaborates with partners that impact HEDC's goals & initiatives including Chamber of Commerce, CVB, SBA, MPO, IAMC, TEDC, RSTEC and other organizations as designated
- Assists CEO in all aspects of the development of HEDC or HIFI industrial property throughout Harlingen
- Works closely with Harlingen Manufacturers' Association and STMA to promote Harlingen's industrial sector, by serving as liaison between HEDC and HMA
- Works closely with Harlingen Industrial Foundation, Inc. and serves as a liaison between HEDC and HIFI
- Maintains a comprehensive inventory of industrial sites & buildings using LOIS or other available software

- Maintains the confidentiality of all information that may be shared by superiors, clients, constituents, elected or appointed officials, co-workers and/or other persons, subject to legal statutes
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Helps coordinate and participate in all Special Committee meetings (Legislative, Medical, Transportation, etc.) as assigned
- Represents HEDC on mission trips, FAM tours, trade shows, conferences, summits, forums, and other events in the North American region and possibly overseas locations as well
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree in business, economics, finance, real estate or other similar program of study. A master's degree in one of the above or similar field may substitute for two years work experience.
- CEcD certification or certification from accredited economic development program is preferred.
- At least 4 or more years working in a similar position with increasing responsibility and proven track record.
- Experience working in other economic development organizations a plus.
- Knowledge of basic business practices, accounting, financing, trade and commerce, governmental relations, real estate development and use, politics and general marketing.
- Must work independently but know how to collaborate
- Have a strong background in economic and business development, along with an entrepreneurial spirit, the drive to succeed, the capacity to take on multiple tasks at once and deal with deadlines effectively.

SUPERVISION RECEIVED AND EXERCISED

- Supervision received from the CEO
- This position has no supervisory responsibilities