

Harlingen Economic Development Corporation is seeking a dynamic individual to fill the following position:

Commercial Recruitment and Retention Manager (link job description)

The Development Corporation of Harlingen, Inc., otherwise known as Harlingen Economic Development Corporation or HEDC, was formed 28 years ago to encourage job creation and private investment in Harlingen. The HEDC is governed by a five-member Board of Directors appointed by the City Commission. The policy-making board provides direction to the Manager/CEO who is ultimately responsible to implement that direction, with assistance from their staff. HEDC has participated in numerous projects over the years including the attraction, expansion and retention of companies such as United Launch Alliance, Cardone Industries, Encanto Snacks, ITD Metal Stampings, Fox Valley Molding, Bales Mold Services, United Healthcare Group, Dish Network, Bass Pro Shops, Sam's Club, Aloe Laboratories, Adtech, Pentair, Penn Aluminum, Qualfon, ACCT, Valley Baptist, Harlingen Medical Center and so many more.

The Commercial Recruitment and Retention Manager will be responsible for the matters related to the recruitment, expansion and retention of companies selling retail and wholesale goods and services, back office operations, entertainment and other quality of life attractions, and more. This person will be dealing with high-level corporate executives, real estate representatives, site selectors and other consultants. Development of small business programs and incubators will also fall under the responsibilities for this position. Extensive travel throughout the United States is required. Occasional travel abroad may occur.

The ideal candidate will have a very 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 to deal with deadlines effectively. The ideal candidate must work well independently but knows how to collaborate. Knowledge of basic business practices, accounting, financing, trade and commerce, governmental relations, real estate development and use, politics, and general marketing are among the basic skills needed for this position. Experience working for other economic development organizations and certification in the field are a plus. The ideal candidate will have at least 4 years or more years working in a similar position with increasing responsibility and a proven track record. The applicant must have a bachelor's degree in

Business, Economics, Finance, Real Estate, or other similar program of study. A master's degree in one of those fields may substitute for two years of actual work experience. Real Estate licensees and CCIMs or SIORs or certification from IEDC as CEcD or from another accreditation program in economic development is preferred.

Salary is negotiable depending on qualifications and experience.

Commercial Recruitment and Retention Manager

- Assists Manager/CEO in developing strategies to increase private investment & job creation in office and retail sectors
- Responsible for setting up tours/site visits, hosting prospects, working with commercial real estate brokers & developers and others to promote Harlingen's retail and office 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 on a monthly basis
- 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, tradeshow, and conferences
- Participates in community organizations & collaborates with partners that impact HEDC's goals & initiatives including Chamber of Commerce, CVB, SBA, MPO, ICSC, RSTEC and other organizations as designated
- Assists CEO in all aspects of the development of HEDC property at Cameron Crossing and other designated retail or office developments
- Work closely with downtown Harlingen businesses & organizations to promote downtown
- Develops & maintains a comprehensive inventory of retail & office 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
- Other duties as assigned