

ECONOMIC DEVELOPMENT EXECUTIVE DIRECTOR



selection process

The Corporation for Economic Development of the City of Midlothian, Texas (CEDM) is seeking the ideal candidate for the position of Economic Development Executive Director. This is an outstanding opportunity to provide leadership and senior management to one of the most vibrant and progressive communities in Texas.

Applications will be accepted on or before December 9, 2011.
ELECTRONIC APPLICATIONS ARE PREFERRED.

All inquiries and applications should be directed to:



Ron Robinson
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the community

Midlothian is located approximately 25 miles south of both Dallas and Fort Worth, Texas on the Eagle Ford escarpment, with a population of 25,543. Midlothian has a rich history that dates back to the early days of the railroad. The city started out as an agricultural community and has retained the charm that small communities in Texas have offered in the past. Located in Ellis County, Midlothian is one of the fastest growing communities in the area. The City has carefully managed its growth so that it offers a slower pace of life that few growing communities can offer. Midlothian consistently ranks in the top three communities in the DFW Metroplex as one of the safest places to live, according to the Uniform Crime Report from the Federal Bureau of Investigation crime statistics.



the community, continued

The Midlothian Independent School District celebrates over 100 years of excellence in education. Midlothian ISD includes six elementary schools, two middle schools, and one high school. The schools retain a long history of recognition for student achievement and excellent student discipline. Midlothian is also home to Navarro College, and the Midlothian campuses of Texas A&M University – Commerce and Tarleton State University.

Midlothian has a number of events and festivals throughout the year that provide residents with family fun and entertainment. For those seeking metropolitan entertainment, Dallas and Fort Worth are less than 30 minutes away. Downtown Midlothian has been the city's center for business since the "Trade Days" of the early 1800's. Downtown has evolved from the times when cotton wagons could be found coming to market, to a now revitalized lively social setting of restaurants, specialty shops, professional services and Heritage Park. Downtown Midlothian brings the community together through events like the Annual 8th Street Dance, Farmers Market, and holiday parades. The diversity found in Downtown has made it a community driven environment where people want to come and visit amongst the rich history of Midlothian.

In 1888, Midlothian became an incorporated city and in 1980, the City of Midlothian became a "Home Rule City," operating with an elected mayor and six elected at-large council members. A city staff of over 190 employees forms the basis for one of the best managed cities in Texas. City employees are committed to outstanding customer service, combining teamwork and creativity to provide a wide variety of services.

Midlothian has a very progressive economic and community development program. These entities make Midlothian a great place to locate a business. Midlothian has a diversified tax base with industry, manufacturing, and retail, which provides many jobs in the community. Midlothian's growth is most noticeable by the development in the retail and commercial sectors since 2002. Starting with only a handful of independent restaurants and shops, Midlothian has grown to include an assortment of nationally recognized retail establishments that provide a wide variety of choices. Midlothian's economy has diversified to include a NYSE corporate headquarters and a sundry of other commercial operations. As a result of the family oriented aspect and the progressive business approach, Midlothian has become a place where professionals want to work and call home.

"Open for Business" is more than a catchy phrase. Midlothian continues to demonstrate its commitment to remaining family friendly, while opening the doors of the community to welcome retail, commercial and industrial companies. This willingness to create opportunities for all aspects of business has diversified the local economy and laid the foundation for balance and orderly growth without a reliance solely on consumer sales tax and homeowner property tax.





THE ORGANIZATION

The CEDM was created in 1996. The nine member board is appointed by the Midlothian City Council. Each member serves a two year term and can be reappointed. Officers are selected by the Board and consist of the President, a Vice President, Secretary, and Treasurer. A minimum of five members must reside within the city limits of Midlothian with the balance residing within the Midlothian School District boundary.

Midlothian is a 4A and 4B city. The CEDM oversees and manages the 4A functions. Revenues for 2011-12 are projected to be approximately \$950,000. Current staff includes the Executive Director, a Project Manager, and an Administrative Assistant.

ideal candidate profile

The ideal candidate will have provided executive leadership in educating city council and staff, board members, and community organizations about current economic development practices in Texas and the nation. The candidate will have participated, and provided leadership, in regional and state economic development organizations.

The individual will have forged strong effective partnerships with city executives working together to attract and retain industrial, professional services, and retail businesses. The candidate will have exhibited excellent communication skills with the board, city staff, and community organizations working in a quiet and effective manner. The candidate will also have exhibited strong aggressive pro-active marketing/sales skills to commercial real estate firms, developers, and site selectors outside the city.

The individual will have a proven track record as an excellent administrator of a nonprofit economic development organization, including leadership of staff, budget management, and carrying out directives of the board. Significant experience in problem solving skills that has the effect of bringing the community together will be a major strength of the ideal candidate.

The Executive Director will report to the Board of Directors of the Corporation for the Economic Development of Midlothian. The starting salary will be commensurate with the education, experience, and qualifications of the candidate, and includes a competitive benefits package.

education

A Bachelor's Degree in Business Administration, Marketing, Economics or a related field from an accredited college or university is required, plus at least five years of progressively responsible supervisory experience in marketing, real estate, economic development, or an equivalent combination of education and experience.

essential functions of the position

The essential functions of the Executive Director of Economic Development include the following:

- Establish economic development programs and practices that lead to private sector projects in Midlothian and result in capital investment, job creation, expanded tax base, creative and niche development, recreation and entertainment venues, and other quality developments.
- Oversee and participate in the negotiations of comprehensive development agreements between the City and the private sector, and agreements with the City Manager and City Council.
- Promote the City of Midlothian as a viable option for location of business and industry by contacting national and international businesses and representing the City of Midlothian at meetings, making presentations, attending trade shows and through development of proposals and promotional materials.
- Meet with local businesses to develop business and retain businesses; and maintain communications to resolve business needs and promote expansion opportunities in the City of Midlothian.
- Plan and direct the CEDM by designing and administering the budget; developing marketing plans and procedures; evaluating, hiring, counseling, and disciplining staff; integrating City practices and standards within the department; and establishing professional relationships for issue resolution and business/community advocacy.
- Support and encourage the City's efforts related to developing and maintaining strong working relationships between the City of Midlothian and the Midlothian Chamber of Commerce, developers, corporate leaders.
- Analyze, develop, and execute long-term economic and marketing strategies for business development and relations.
- Create media, literature, and materials for both promotional and informational purposes promoting economic development; establish liaisons with other agencies to promote public-public or public-private partnerships.
- Review policies and procedures of various departments and recommend improvements which could increase economic development consistent with the other responsibilities of the City; provide a "Business Community" perspective in review of existing and proposed development related decisions.



APPLICATION PROCESS

Prospective candidates may secure more information or formally submit an application for consideration to Ron Robinson, no later than December 9, 2011, at the contact information noted at the beginning of this Profile. Electronic submittals are preferred.

The CEDM is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check.