



EXECUTIVE DIRECTOR

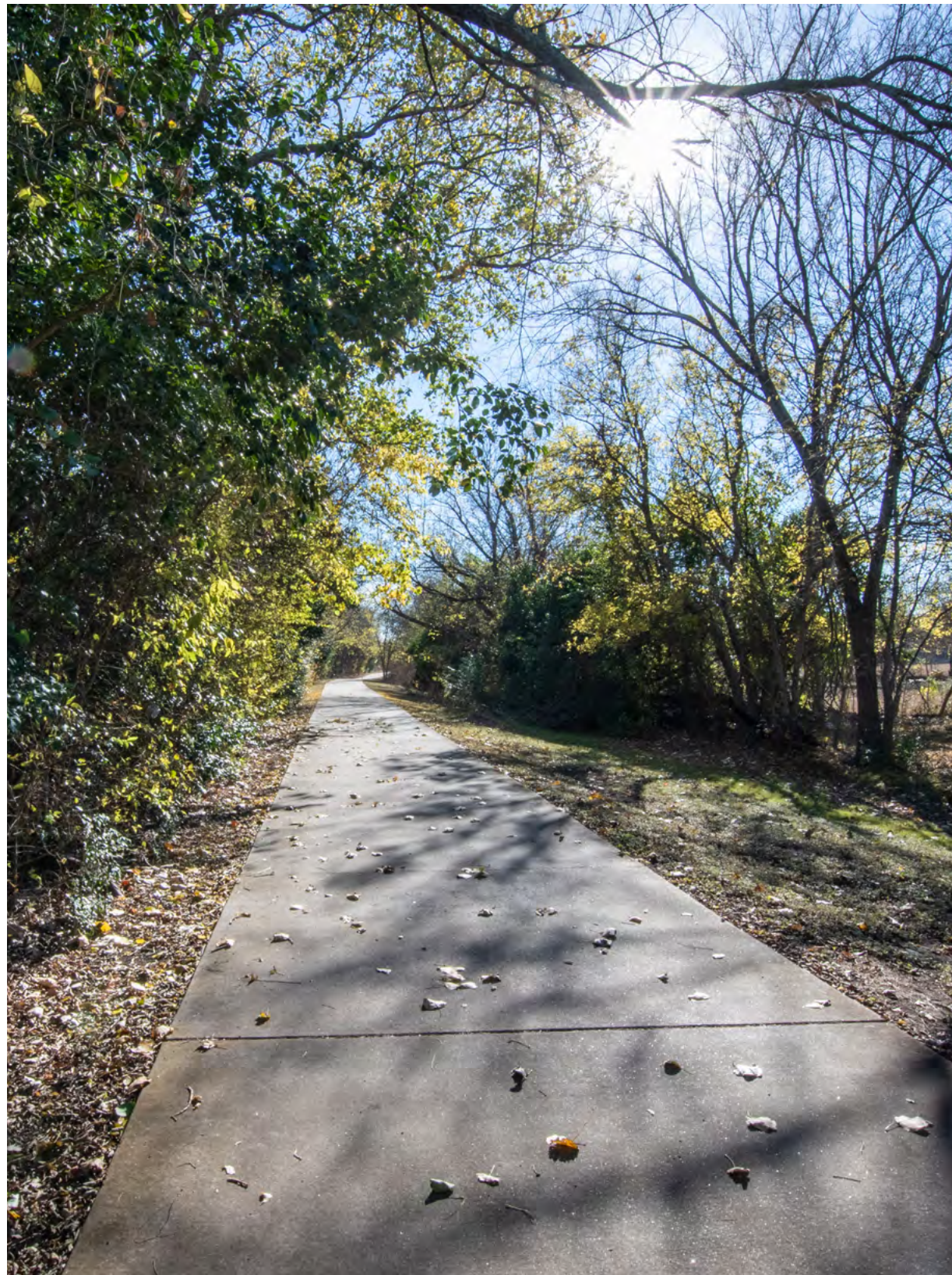
Pflugerville Community Development Corporation (PCDC)

Pflugerville, Texas is a vibrant, growing community and the second-largest city in Travis County next to the state capital of Austin. The City covers more than 23 square miles and offers beautiful trails, diverse shopping options, and high-quality schools. Over the last decade, the City's considerable growth rate has created abundant cultural, entertainment, and recreational opportunities. Pflugerville's more than 79,000 residents enjoy living "where quality meets life."

About the Pflugerville Community Development Corporation

The Pflugerville Community Development Corporation (PCDC) is charged with promoting the economic development of the City of Pflugerville. It accomplishes its mission by marketing Pflugerville as a desirable place for new and existing businesses to invest. To this end, PCDC can also provide various incentives to businesses including assisting with the construction of needed infrastructure such as roads, utilities, and drainage projects. PCDC also promotes community quality of life development and provides funding for parks and recreation projects to enhance to the quality of life within the city, thereby making it a more attractive location to live and conduct business.

The PCDC is a Texas 4B Economic Development Corporation that collects a one-half cent sales tax from taxable goods purchased in the City of Pflugerville to promote economic and community development in Pflugerville. PCDC utilizes the services of the City of Pflugerville for management of finances as well as payroll and human resources.





Board of Directors

The Pflugerville Community Development Corporation is led by a seven-person Board of Directors who each serve two-year terms. Directly reporting to the Board, the Executive Director manages the PCDC staff and day-to-day operations to ensure the vision of the Board and City Council comes to fruition. This vision is largely captured in a Comprehensive Economic Development Strategy (CEDS) version 3.0 recently adopted by the Board and City Council, and it provides a general framework and direction for the City. However, it will be important for our new leader to provide their input and adapt this “living document” to meet the future challenges and opportunities of the dynamic central Texas market.



The Position

The Executive Director leads the organization in the promotion of economic development activities, is responsible for growing the local economy through attraction and expansion efforts, local retention programs, workforce and education initiatives, and developing marketing strategies, and has chief administrative and financial responsibilities for the organization.

Essential Functions & Responsibilities

- Work with the Board of Directors to develop initiatives and policy designed to encourage economic growth through business attraction, retention and expansion programs that result in the creation of jobs and capital investment
- Develop and implement the comprehensive economic development strategic plan, incorporating internal and external goals that align with local, regional, and other stakeholders and partners
- Analyze key industry sectors and develop targeted markets for business development
- Hire and manage staff to conduct the business of the Corporation subject to the Board's approval of the budget
- Responsible for the financial oversight of the corporation, working collaboratively with City finance in the preparation and administration of annual budgets, forecasting, annual audits and making financial recommendations to the Board
- Represent the Corporation before the City Council, in all economic development negotiations, at corporate activities and events, at professional conferences and events relevant to economic and community development, and serve as the Corporation's media spokesperson
- Manage the overall structuring, financing, incentive negotiation, and deal closure on behalf of PCDC
- Attend recruiting functions including broker events, site selection conferences, trade shows, venue marketing, and related events as needed
- Provide PCDC exposure and involvement in events hosted by other local, regional, national, and international economic development and business groups and at education and workforce events
- Work in partnership with educational leaders, business partners, and other aligned organizations to further the workforce development system
- Work to establish and maintain collaborative partnerships with local, state, and federal government officials, educational leaders, community stakeholders, and business leaders to further the region's economic strength and diversity
- Manage and develop maximum use of the assets owned by the PCDC to include, but not limited to land, leases, road and utility expansions, and other types of development approved by the Board
- Develop, research, and maintain qualitative and quantitative data regarding local industry for marketing efforts and to provide information for press releases and marketing materials
- Maintain & improve professional knowledge, accreditations and alliances through educational conferences, seminars and/or webinars

Critical Knowledge, Skills, and Abilities

- In-depth Knowledge of the principles and practices of economic development
- Demonstrated ability to attract new businesses, including high-quality retail, restaurants, mixed-use developments, office, and technology-related businesses, creating opportunities for new jobs; and encouraging existing business expansion
- Experience working with site selection consultants and real estate brokers
- Knowledge of applicable Texas economic development laws, governmental laws, rules, regulations, and ordinances, contract administration procedures including procedures and policies, municipal budgeting processes and procedures
- Knowledge of effective strategic planning and coordination techniques



Education and Experience

Qualified applicants will have a Bachelor's degree or higher with major work in business, communications, economic development, or a related field, and at least (5) years of full-time professional experience in economic development in a Type 4A or 4B corporation (preferred) or other economic development organization. Professional experience with contract and project management, budget analysis, and record keeping is mandatory.

Candidate will be a driven, creative and innovative leader who can think outside of the traditional economic development "box" and view the city holistically, ensuring high-quality projects that will stand the test of time and help define our fast-growing city as a desirable place to live and invest for generations to come. Pflugerville is the City "where quality meets life," and as such, it will be critical for our next leader to continue to build upon our reputation for excellence and attract and expand businesses that add to our vibrant and diverse community.

Candidate should have municipal experience in economic development, business attraction, retention and expansion programs, strategic planning, and investing. Experience in business operations, fiscal planning, budget preparation and administration, forecasting, and annual audits is required to be successful in this position.

Candidate should have proven experience in building and maintaining a broad and diverse spectrum of partnerships with the Board of Directors, local, state and federal government officials, educational leaders, community stakeholders and business leaders.

Candidate needs to be an action-oriented, charismatic leader with a passion for change and strong collaboration and negotiating skills; superior public speaking, written and oral communication skills are imperative.

Certifications

Certification(s) in economic development (CEcD, EDFP, PCeD) is strongly preferred.



Compensation

The Pflugerville Community Development Corporation is offering a competitive salary range between \$160,000 - \$175,000 (commensurate with experience), and a comprehensive benefits package. Relocation assistance may be available for the successful out-of-area candidate.

How To Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: EDP CDC

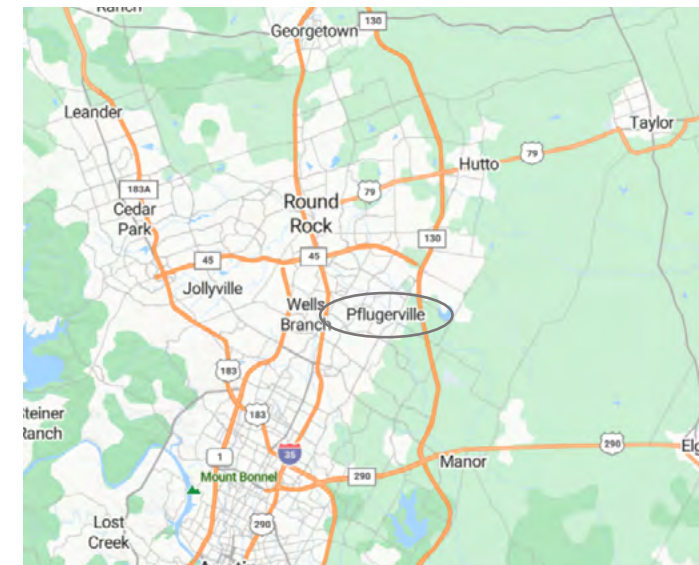
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