

Executive Director for the Wilmer Economic Development Corporation

The City of Wilmer and the Wilmer Economic Development Corporation (WEDC) is looking for its first full-time executive director. Wilmer is a growing city of 4,000 people and is located on Interstate 45 approximately 15 miles southeast of downtown Dallas. Wilmer is home to the Union Pacific Intermodal, and has attracted Fortune 500 companies like Unilever, Proctor & Gamble, Whirlpool, Ace Hardware, and Medline. The WEDC is composed of a Type A Corporation and a Type B Corporation with a combined budget of \$1.8M. The ideal candidate will have a working knowledge of retail development, commercial real estate and the development process and will be able to assist in the development of a workforce development, recruitment and retention strategy. The position requires the ability to collaborate effectively with business groups, stakeholders and resource partners, resolve problems and develop solutions in a business setting; provide leadership on and management of multiple concurrent projects and communicate effectively orally and in writing; and meet critical deadlines is required. Requires any combination of education and experience equivalent to a Masters degree in Business Administration, Public Administration, Economics, Economic Development, or Urban/Regional Planning and demonstrated 4 years direct work experience. Possession of CEcD, PCED, or EDFP a plus. Progressively responsible work experience at a level that required supervision or management of related projects and programs is not required but desirable. This position requires a strategic thinker with the ability to utilize data to shape strategy and support WEDC's mission. Must have strong advisory and communication skills as well as the ability to adjust to a variety of situations including communication with top CEOs, top governmental officials, and citizens. Employment is contingent upon successful completion of a criminal background check, credit check and DMV driving record check. The position will report to both Type A and Type B Boards and work closely with the City Administrator. Hiring Range: DOQ. To apply immediately, send resume, letter of interest, and salary expectations to Missie Schwab, Assistant City Administrator/Director of Human Resources mschwab@cityofwilmer.net. Visit www.wilmeredc.com and www.cityofwilmer.net for more information about Wilmer and Wilmer EDC.

Starting Salary Range: \$85K - \$95K, car allowance plus benefits, DOQ