

JOB DESCRIPTION

Job Title: Executive Director of BEDC**FLSA Status:** Exempt**Reports to:** BEDC Board of Directors**Revision Date:** October 6, 2026**Grade:** 29

JOB SUMMARY

Under the direction of the Belton Economic Development Corporation (BEDC) Board of Directors, the Executive Director serves as the Corporation's chief staff executive and lead economic development professional. The Executive Director develops and implements BEDC's economic development strategy with emphasis on primary job retention and creation, capital investment, business recruitment and expansion, site and infrastructure development, and the long-term economic competitiveness of Belton. The position exercises substantial independent judgment; leads BEDC staff and operations; manages complex projects, incentives, real estate and partnerships; and represents BEDC with businesses, site selectors, developers, governmental entities and community partners. Resourcefulness, discretion, sound judgment, responsiveness and diplomacy are essential.

ORGANIZATIONAL RELATIONSHIP AND SUPERVISION

RECEIVES direct supervision, strategic direction and performance accountability from the BEDC Board of Directors. The City of Belton provides administrative support to BEDC, including human resources, payroll, benefits and other administrative functions. The Executive Director collaborates closely with the City Manager and City departments while remaining responsible to the BEDC Board for the Corporation's work program and results.

EXERCISES direct and indirect supervision over all BEDC employees, including hiring, assignment of work, performance evaluation, coaching, discipline and termination consistent with applicable City/BEDC policies and law.

1 EXECUTIVE LEADERSHIP & BOARD RELATIONS

- Serve as the chief staff executive to the BEDC Board; translate Board direction into strategic priorities, annual work plans, projects and measurable results.
- Prepare clear, timely recommendations, reports, agendas, presentations and supporting analyses for Board consideration; maintain regular communication regarding project status, opportunities, risks and decisions needed.
- Implement Board policies and authorized actions and ensure appropriate documentation, follow-through and accountability.
- Advise the Board on emerging economic, market, workforce, real-estate and development trends that may affect Belton's competitiveness.

2 BUSINESS RECRUITMENT & PROJECT DEVELOPMENT

- Lead business attraction and project-development activities from prospect identification and initial inquiry through due diligence, negotiation, Board consideration, construction/occupancy and post-project follow-up.
- Build and maintain relationships with site selectors, corporate decision-makers, brokers, developers, utilities, consultants and state/regional economic-development partners.

6 STRATEGIC PLANNING & COMMUNITY COMPETITIVENESS

- Develop and maintain BEDC's Economic Development Strategic Plan in alignment with the City of Belton's Strategic Plan and the priorities established by the BEDC Board of Directors.
- Lead periodic strategic planning and annual priority-setting for BEDC; identify initiatives that strengthen Belton's position for investment, job growth and talent attraction.
- Use market intelligence, demographic/workforce data, industry trends and performance measures to inform Board strategy and resource allocation.
- Support community-development and quality-of-place initiatives when they advance BEDC's economic-development mission and Belton's ability to attract and retain employers and talent, including collaborative initiatives such as Imagine Belton.
- Identify and evaluate new economic-development tools, partnerships, programs and opportunities for Board consideration.

7 MARKETING, RESEARCH & EXTERNAL RELATIONS

- Lead BEDC's business-development marketing, research and lead-generation strategy and ensure accurate, current site, building, workforce, demographic, infrastructure and community information is available to prospects and partners.
- Position Belton effectively within target industries and regional, state and national markets; coordinate attendance and representation at appropriate trade shows, conferences, prospect events and site-selector engagements.
- Serve as BEDC's principal spokesperson and community ambassador; make presentations to the BEDC Board, City Council, partner organizations, businesses and the public as appropriate.
- Collaborate with regional economic-development organizations, chambers, educational institutions and other partners to market Central Texas and advance shared opportunities.

8 BUDGET, FINANCE & ADMINISTRATION

- Prepare and recommend the annual BEDC budget in coordination with the City of Belton's annual budget development process and schedule. Develop multi-year resource priorities; monitor revenues, expenditures, contracts, commitments and financial performance throughout the year.
- Exercise prudent stewardship of public funds and recommend expenditures and investments that advance BEDC's mission and Board priorities.
- Coordinate with City Finance, Human Resources, legal counsel and other administrative partners on accounting, procurement, payroll/benefits, records, contracts and organizational compliance.
- Develop performance measures and reporting that connect BEDC resources and activities to measurable economic-development outcomes.

- Develop project proposals and solutions using site, workforce, infrastructure, financial and market information; coordinate internal and external partners to respond competitively and on schedule.
- Negotiate economic-development incentives and other project terms based on job creation, payroll, capital investment, strategic value and applicable Board policy and law.

3 BUSINESS RETENTION, EXPANSION & WORKFORCE

- Maintain an active business retention and expansion program and regular relationships with Belton employers to identify expansion opportunities, workforce needs, infrastructure issues and barriers to growth.
- Identify and respond proactively to circumstances that may threaten the retention of existing Belton businesses, including major infrastructure projects, redevelopment, property constraints or other changes affecting business locations; coordinate with businesses, the City and partner agencies to identify relocation or retention solutions when appropriate.
- Coordinate training, workforce and talent-development solutions with educational institutions, workforce agencies and industry partners.
- Develop initiatives that strengthen the long-term competitiveness and resilience of Belton's existing primary employers.

4 REAL ESTATE, SITES & INFRASTRUCTURE

- Lead strategy for BEDC-owned or controlled real estate, including site readiness, due diligence, utilities, access, infrastructure, marketing, development agreements and disposition/lease recommendations.
- Coordinate infrastructure projects and development-related issues with City departments, utilities, engineers, property owners, developers and other public entities.
- Identify future land, building and infrastructure needs and recommend acquisitions, capital investments or partnerships that improve Belton's competitiveness for targeted projects.
- Manage special development projects through completion, including schedules, budgets, consultants, contracts, critical paths, obstacles and stakeholder coordination.

5 INCENTIVES, AGREEMENTS & COMPLIANCE

- Structure, negotiate, administer and monitor incentive, performance and development agreements in accordance with Board policy and applicable Texas law.
- Establish and maintain appropriate project files, performance measures, compliance documentation and reporting for incentive-supported projects.
- Coordinate with legal counsel, City staff and outside advisors on statutory authority, contracts, public information, open-government requirements and other compliance matters affecting BEDC activities.
- Protect the integrity of BEDC decision-making through consistent analysis, documentation, transparency and ethical conduct.

9 STAFF LEADERSHIP & ORGANIZATIONAL MANAGEMENT

- Recruit, supervise, evaluate, coach and develop BEDC staff; establish clear roles, expectations, accountability and professional-development priorities.
- Create a collaborative, responsive, ethical and service-oriented culture that values teamwork, continuous improvement and strong customer service.
- Assess staffing, technology, processes and organizational capacity and recommend changes needed to execute BEDC priorities effectively.
- Delegate appropriately while maintaining executive oversight of high-impact projects and relationships.

10 PARTNERSHIPS & COMMUNITY ENGAGEMENT

- Maintain strong working relationships with the City of Belton, Bell County, educational and workforce partners, utilities, business and industry, the Belton Area Chamber of Commerce, regional organizations and other stakeholders.
- Participate actively in community, business, professional and economic-development organizations and events that advance BEDC relationships and visibility.
- Represent BEDC professionally in high-profile, sensitive or complex situations and exercise tact, discretion and sound judgment.

11 OTHER DUTIES

- Respond to inquiries from businesses, prospects, partner organizations, public officials and the public regarding economic development.
- Perform other job-related duties and special assignments as directed by the BEDC Board.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

- Bachelor's degree in economic or community development, business administration, economics, finance, public administration, planning, marketing, real estate or a related field, OR an equivalent combination of education and relevant professional experience that demonstrates the knowledge and abilities required for the position.
- Minimum of five (5) years of progressively responsible experience in economic development, corporate or business development, site selection, real estate/development, public administration, finance, industry, or a closely related field, including demonstrated leadership of complex projects and stakeholder relationships.
- Experience leading employees, teams, consultants or major cross-functional initiatives is strongly preferred.

KNOWLEDGE OF

- Principles and practices of economic development, business recruitment and retention, site selection, real estate/development, project management and public administration.
- Business decision-making factors involving workforce, transportation, utilities, real estate, incentives, capital investment, operating costs and quality of place.
- Texas economic-development tools and laws applicable to Type A/Type B corporations, incentive and performance agreements, public-sector partnerships and related compliance requirements.
- Budgeting, financial analysis, contracts, performance measurement and responsible stewardship of public funds.
- Community and workforce development principles, marketing, demographic/market research and data-driven decision making.
- Modern office, data, customer-relationship, mapping/presentation and communication technologies used in economic development.

SKILLS AND ABILITIES

- Think strategically while managing multiple active projects, deadlines and relationships with strong attention to execution and detail.
- Analyze complex information; formulate sound recommendations; and communicate findings clearly and concisely in writing, presentations and public meetings.
- Build trust and maintain effective working relationships with Board members, City officials and staff, business executives, site selectors, developers, partner agencies and the public.
- Negotiate effectively, exercise discretion, resolve problems creatively and make well-informed decisions under pressure.
- Lead, motivate, evaluate and develop employees and create a culture of accountability, teamwork and professional service.
- Collaborate effectively with City Council, City management and City departments as strategic partners in advancing shared community and economic development priorities.
- Travel as necessary and maintain regular in-person availability for prospect visits, business meetings, professional events and community engagement.
- Work frequent evening meetings/events and occasional weekend events as required by the position.
- Be punctual and regular in attendance and maintain a consistent professional presence in the Belton community.

PREFERRED QUALIFICATIONS

- Experience working with a Texas Type A or Type B economic development corporation or with comparable public-private economic-development programs.
- Certified Economic Developer (CEcD), Economic Development Finance Professional (EDFP), Certified Texas Economic Developer (CTED), or comparable advanced training.
- Established relationships with site selectors, corporate development professionals, developers, brokers, utilities, workforce/education partners or state/regional economic-development organizations.
- Experience with economic-development real estate, infrastructure projects, incentive negotiations, performance agreements and public presentations.

WORK LOCATION / COMMUNITY PRESENCE

This is an on-site, community-facing executive position based in Belton, Texas. City-of-Belton residency is not a formal requirement. The Executive Director is expected to maintain a strong, visible presence in the Belton community and be available for business visits, meetings, receptions, openings, networking functions and other engagements that may occur outside normal business hours.

PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS AND CONDITIONS

- Work is primarily performed in a standard office environment with regular travel to business, construction, development, meeting and event locations.
- May be subject to repetitive motion such as typing, data entry and extended computer/monitor use.
- May require standing, sitting, walking, driving, occasional lifting/carrying, bending and reaching.
- Must be able to sit for extended periods and work effectively in stressful or time-sensitive situations.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The above statements describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties, qualifications or working conditions. The job description does not constitute an employment agreement or contract. Requirements may be modified as organizational needs change and to reasonably accommodate qualified individuals with disabilities.

RECEIPT OF JOB DESCRIPTION

I have read and understand this job description and understand that it describes the general responsibilities and requirements of the position.

PRINTED NAME _____ DATE _____

EMPLOYEE SIGNATURE _____ HUMAN RESOURCES / DATE _____