

BELTON ECONOMIC DEVELOPMENT CORPORATION

EXECUTIVE DIRECTOR

Recruitment Profile



**LEAD GROWTH. SHAPE
BELTON'S NEXT CHAPTER.**

Centrally located. Central to your success.

Belton **EDC**
ECONOMIC DEVELOPMENT CORPORATION

BELTON: CENTRAL TO OPPORTUNITY

Belton sits at the crossroads of IH-35 and IH-14 in the heart of Central Texas, combining direct access to major Texas markets with the character and quality of life of a close-knit community. For an economic development leader, that combination creates a compelling assignment: help translate Belton's location, infrastructure, business climate and sense of place into long-term economic opportunity.

2

Interstates
IH-35 & IH-14



508k

MSA Population



200

Acres in the established
Belton Business Park



227

Acres acquired for future
industrial development



Where Companies Can Grow and People Can Build a Life

Belton offers an attractive combination of a historic downtown, parks and trails, lakes and outdoor recreation, strong schools and higher education, and a central location within one of Texas' most dynamic regions. The University of Mary Hardin-Baylor is located in Belton, while the broader region provides access to a substantial workforce, higher-education network and major employers.

BEDC views quality of place as an economic development strategy. In a market where companies compete for talent, Belton must be a community where employers want to invest and where employees want to live, connect and stay.



ABOUT BELTON ECONOMIC DEVELOPMENT CORPORATION

Created in 1990 following voter approval of the State of Texas 4A sales-tax program, the Belton Economic Development Corporation is a Type A economic development corporation funded primarily by a dedicated one-half-cent sales tax. BEDC is governed by a five-member Board of Directors appointed by the Belton City Council.

BEDC's mission is to promote, assist and enhance economic development activities within Belton, with special emphasis on job retention, job creation and capital investment. BEDC is a separate Type A corporation with its own Board governance and statutory responsibilities, but it intentionally works in close alignment with the City of Belton. City leadership and staff share a pro-business approach to growth and development, and BEDC seeks to operate as part of that broader team.

Within the boundaries of Texas law, BEDC's Board is entrepreneurial, solutions-oriented and open to new ideas. The Executive Director is expected to engage broadly with businesses throughout Belton, including businesses that may not qualify for direct Type A incentives, understand what is standing in the way of growth, and help identify lawful solutions through BEDC tools, City partnerships, infrastructure, workforce resources and other public or private partners.

BEDC AT A GLANCE



Momentum and Development Assets

- An established 200-acre Belton Business Park with major utility infrastructure and remaining development and expansion opportunities.
- A combined 227 acres of recently acquired future industrial land, including a 62-acre tract along IH-14 and a 165-acre tract near IH-35 on Amity Road, creating a substantial pipeline for future development.
- Recent infrastructure investment, including the West Avenue D extension and new access into the Business Park.
- Continued business recruitment and expansion momentum, including a 127,000-square-foot Amazon delivery station announced in 2025.
- Strong, pro-business alignment and partnership with the City of Belton, along with Bell County, educational institutions, workforce partners, utilities, regional organizations and the local business community.

THE POSITION

Reporting to the BEDC Board of Directors, the Executive Director serves as BEDC's chief staff executive and lead economic development professional. The Executive Director translates the Board's vision and priorities into a comprehensive strategy focused on primary job creation and retention, capital investment, business attraction and expansion, site and infrastructure development, and long-term economic competitiveness.

The role combines external business development with executive leadership. The Executive Director leads BEDC staff and operations; manages strategic projects, incentives, real estate and partnerships; and serves as the Corporation's principal liaison to the City of Belton, businesses, site selectors, developers, utilities, educational and workforce partners, and regional and state economic-development organizations.

A Distinctive Public Partnership Environment

BEDC is a separate legal entity governed by its Board of Directors, but close alignment with the City is intentional and central to Belton's economic development approach. The Executive Director is expected to build trusted relationships with the BEDC Board, City Council, City management and City departments and help turn shared priorities into action. The City provides administrative support, including human resources, payroll and employee benefits, while the Executive Director receives strategic direction and performance accountability from the BEDC Board.

Core Leadership Responsibilities

- Lead business recruitment, expansion and retention efforts from initial relationship through project completion.
- Engage broadly with businesses across Belton, including businesses that may fall outside traditional Type A incentive categories, and help connect them with appropriate BEDC, City, infrastructure, workforce or partner-based solutions consistent with applicable law.
- Negotiate and administer incentive and performance agreements consistent with Board policy and applicable law.
- Lead site readiness, real-estate strategy, infrastructure coordination and development of BEDC-owned properties.
- Develop strategic plans, annual work programs, performance measures and recommendations for Board action.
- Manage BEDC finances, budget recommendations, contracts, expenditures and organizational resources with strong stewardship and transparency.
- Lead, coach and evaluate BEDC staff; set clear expectations and build a high-performing, service-oriented team.
- Serve as a visible ambassador for Belton with businesses, site selectors, developers, regional partners and the community.

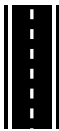
LEADERSHIP OPPORTUNITIES & PRIORITIES

The next Executive Director will inherit a well-established organization with strong partnerships, meaningful financial capacity, development assets and momentum. The opportunity is to build on that foundation while positioning Belton for its next generation of investment and talent growth.



Activate BEDC's Next Generation of Industrial Sites

Advance strategy, infrastructure, marketing and deal readiness for the 62-acre IH-14 property, 165-acre Amity Road tract and remaining Business Park opportunities.



Retain Businesses Through the I-35 Corridor Transition

Work closely with the City of Belton, TxDOT, property owners and affected businesses as planned I-35 widening and associated right-of-way needs reshape the corridor. Proactively help existing Belton businesses anticipate potential displacement, identify viable relocation opportunities within Belton and remain part of the community, while also helping position affected areas for successful long-term redevelopment and reinvestment.



Compete for Quality Primary Employers and Investment

Build a focused prospect pipeline, strengthen site-selector and corporate relationships, and convert Belton's central location and pro-business environment into quality jobs and capital investment.



Make Talent and Quality of Place Part of the Economic Development Strategy

Use BEDC's business perspective to help strengthen the community attributes that matter to employers and workers, including housing choices, downtown vitality, recreation, connectivity, amenities and a strong sense of place.



Advance Imagine Belton

Continue BEDC's partnership with the City to implement the Imagine Belton vision and redevelopment framework, supporting a vibrant core and adjacent corridors that contribute to talent attraction, business investment and long-term community competitiveness.



Strengthen Business Retention, Expansion and Workforce Partnerships

Maintain direct relationships with existing employers, identify barriers to growth, coordinate training and workforce solutions, and help local industry remain competitive.



Build Organizational Capacity for the Next Chapter

Lead a small professional team, develop talent, clarify roles and priorities, and shape the organization's future capacity as BEDC's portfolio and responsibilities evolve.



Apply Creative, Compliant Problem Solving

BEDC's Board wants a leader who understands the boundaries of Type A authority without treating them as the boundaries of the conversation. Engage broadly with businesses, including those that may not qualify for direct BEDC incentives, and help identify lawful paths forward through BEDC, the City, infrastructure, workforce resources, partner programs or other tools. Pair that creativity with disciplined financial stewardship, clear Board communication and strong compliance with applicable Texas law.

THE IDEAL CANDIDATE

BEDC seeks an accomplished, relationship-driven leader who can operate comfortably in both the boardroom and the marketplace. The successful candidate may come from traditional economic development or from a closely aligned path such as corporate development, site selection, commercial or industrial real estate, development, finance, public administration or industry, provided they bring the judgment, business acumen and relationship skills needed to lead complex projects and represent Belton effectively.

STRATEGIC AND RESULTS-ORIENTED EXECUTIVE LEADERSHIP

Turns broad goals into clear priorities, executable work plans and measurable outcomes; comfortable making decisions and maintaining accountability.

RELATIONSHIP BUILDER AND COMMUNITY AMBASSADOR

Creates trust with employers, site selectors, developers, Board members, City leaders, partner organizations and community stakeholders; visible and engaged in Belton.

COLLABORATIVE CITY PARTNERSHIP

Works comfortably within public governance and transparency requirements and intentionally builds alignment with the BEDC Board, City Council, City management and City departments, while maintaining the responsiveness and urgency expected by businesses and prospects.

COMMUNICATION AND EXECUTIVE PRESENCE

Communicates complex projects clearly in writing and in public settings and can represent BEDC credibly with executives, public officials and the community.

BUSINESS DEVELOPMENT AND DEAL-MAKING

Understands what drives location and expansion decisions and can build relationships, structure solutions, negotiate effectively and move complex projects forward.

FINANCIAL AND ANALYTICAL JUDGMENT

Comfortable with budgets, incentives, return-on-investment analysis, real estate, infrastructure economics and the responsible use of public resources.

PEOPLE LEADERSHIP

Sets expectations, coaches staff, delegates effectively, addresses performance issues when necessary and builds a healthy, accountable team culture.

ENTREPRENEURIAL, SOLUTIONS-ORIENTED JUDGMENT

Open-minded and resourceful; understands that Type A law defines BEDC's authority, not the limits of the conversation. Looks for lawful, practical paths to help businesses succeed while exercising integrity, discretion and sound judgment.



Community Presence Matters

This is an in-person, community-facing executive role. City-of-Belton residency is not a formal requirement; however, the Executive Director is expected to be meaningfully present in the Belton community and available for business visits, Board and City meetings, receptions, openings, networking events and other engagements that frequently occur outside normal business hours.



QUALIFICATIONS, COMPENSATION & APPLICATION

Qualifications

- ☐ Bachelor's degree in economic or community development, business, 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 ability to perform the role successfully.
- ☐ At least five 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.
- ☐ Demonstrated ability to build relationships, negotiate, communicate with executive and public audiences, manage multiple priorities and move projects from concept through implementation.
- ☐ Experience leading staff, teams or major cross-functional initiatives is strongly preferred.
- ☐ Texas Type A/Type B economic-development experience is preferred but not required.
- ☐ CEcD, EDFP, CTED, or comparable advanced economic-development training is preferred but not required.

Compensation & Benefits

Anticipated Hiring Range	\$110,000 to \$150,000 DOQ
Full City Pay Range	\$104,776 to \$157,164
Benefits	City of Belton benefits, including TMRS retirement; vehicle benefit; relocation assistance may be considered





APPLICATION PROCESS

Applications will be accepted through the City of Belton's online employment portal.

APPLY HERE

The first review of applications is planned for
November 3, 2026

The position will remain open until filled. Candidates should submit a completed application, resume and cover letter describing their interest in the opportunity and relevant leadership experience.

Finalists should expect a comprehensive selection process, including interviews and appropriate background/reference review.

The City of Belton and Belton Economic Development Corporation are equal opportunity employers and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

FOR MORE INFORMATION CONTACT

MEGAN ODIORNE

Director of Human Resources
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REBEKAH PHILLIPS

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RESOURCES

Economic Development Corporation

BeltonEDC.org

City of Belton

BeltonTexas.gov

Belton CVB

SeeBelton.com

Belton Area Chamber of Commerce

BeltonChamber.com

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Belton **EDC**
ECONOMIC DEVELOPMENT CORPORATION

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.

- 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.

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.

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