

POSITION SPECIFICATION

POSITION TITLE: Director of Economic Development

LOCATION: Houston, Texas

THE COMPANY: *Central Houston, Inc.*

Central Houston, Inc. is a non-profit organization that has been an advocate for downtown's development and revitalization for over 30 years. Houston has experienced an incredible burst of development within its downtown core. More than \$2.2 billion in new construction projects, including seventeen residential buildings, seven hotels, three high-rise offices, and the High School for the Performing and Visual Arts are currently in development in downtown.

Texas is an economic development goldmine—leading all other states for economic development growth. Houston is second among the nation's 10 largest metro areas in economic development for 2015 according to Site Selection magazine.

Located in the thriving metropolis of Greater Houston, Central Houston, Inc. is home to some of the city's top employers. With development in full swing, both in the residential and commercial sectors, this area is poised for business attraction. The access to public transit, hike and bike trails, and entertainment and culture make this area of downtown Houston perfect to live, work, and play!

Central Houston, Inc. is seeking an experienced, high-energy urbanite to lead Central Houston's economic development efforts for downtown. The ideal candidate will lead the organization's initiatives in recruitment and retention of developers, investors, employers, retailers, and other institutions which drive the economic engine of downtown.

SCOPE AND RESPONSIBILITIES:

Economic Development:

- Develops and manages a strategic plan with input from key stakeholders and Central Houston membership to promote long-term economic growth.
- Serves as the organization's key liaison to developers seeking information regarding potential locations, key demographic information, programs for public incentives, and coordination with long-range city plans to bring quality new residential, retail, and office developments to downtown.
- Proven professional leader who understands design and human element (space, use and purpose, connectivity and sense of experience) needed to make urban living, as well as cities, viable for everyone.
- Proven experience developing research-based programs that address image and brand awareness in a competitive global market.
- The ideal candidate will become familiar with the history of Houston and be able to articulate Central Houston's vision as a center of commerce, culture, and entertainment.

Corporate Community Outreach:

- Develops and maintains relationships with senior-level executives at major employers located in downtown.
- Educates employers and employees on the many benefits and amenities of locating downtown.
- Creates and utilizes marketing materials, internal proprietary research data for business development presentations focused on growing downtown as a destination for business.
- Understanding of issues affecting Downtown business and property owners, public agencies, and community organizations.
- Ability to work closely and effectively with diverse Boards, Committees, and Officers.

Office Recruitment/ Retention:

- Strategic tenant contact and relationship maintenance for purposes of office retention in downtown.
- Key player in downtown real estate community; ongoing communication and development of effective networks.
- Action-oriented professional who can leverage complex real estate and finance deals along with an extensive array of incentive programs, while energizing a host of personal relationships, resources, partnerships, and while exuding pride that exists in the urban core for this iconic city.
- Strategic outreach and recruitment of key office tenants from non-downtown locations.

EXPERIENCE REQUIRED:

- 7–10 years' experience in economic development required.

PERSONAL ATTRIBUTES:

- Excellent verbal, written, presentation and interpersonal skills.
- Ability to think strategically and manage others.
- Proactive and able to work independently as well as in a team environment.
- Comfortable with visibility in the corporate community and able to commit to joining strategic organizations and representing the organization at local, regional, and national events.

EDUCATION:

- Bachelor's degree is required.
- Possession of CECD professional designation preferred.

COMPENSATION:

- Salary range is contingent upon knowledge and experience. Full benefits, including group health insurance, a transportation allowance, and an employer-matching 401k plan are offered.

CONTACT INFORMATION:

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