Hawes Hill & Associates seeks an individual experienced in economic and community development that has an interest in assisting communities to reach their full potential. Strong candidates require a portfolio of successful economic and community development initiatives, are collaborative, energetic, entrepreneurial, tech-savvy, and creative in solutions that improve the quality of life or economic position of our client communities.

MAJOR DUTIES:

- Manages the day-to-day implementation of economic and community development activities for communities and special districts that employ the firm for those purposes.
- Implements economic and community development plans and specific solutions.
- Cultivates and sustains relationships with stakeholders, including community leaders, property owners, brokers, lenders and developers, and others critical to implementing economic and community development solutions.
- Recognizes and markets development opportunities to potential community investors.
- Engages with the local business community for purposes of, among other things, business retention and expansion.
- Participates in development of economic incentives, agreements, and programs.
- Actively participates in development of economic and community development related plans, including economic development strategic plans, special area plans, comprehensive or long-range plans, and special district service plans.
- Collaborates with partners and team members for purposes of community marketing and branding efforts.
- Responds to business and community inquiries.
- Develops business and community enrichment programs.
- Provide community and economic development related statistical and numerical updates to community leaders, including various boards of directors or elected officials as appropriate.
- Assists with development-related public information and media relations.
- Performs related duties.

EXPERIENCE/KNOWLEDGE REQUIRED BY THE POSITION

- Creation and implementation of “grassroots” economic and community development solutions, including understanding of community conditions, discovering or creating projects or programs to address the issues, building support, raising funds, crafting partnerships, and active implementation.
- Economic and community development principles and best practices.
- Real estate, development, and development finance.
- Interpreting industry trends, growth patterns and market projections.
- Project and program management concepts and principles specific to economic and community development.
- Special districts and similar economic and community development organizations.
- Creative problem solving.
- Negotiation with a variety of parties related to packages to spur economic growth.
- Oral and written communication.
QUALIFICATIONS

MINIMUM QUALIFICATIONS: Bachelor’s degree in economic development, urban planning, business, public administration, or a related field; Master’s Degree preferred • A minimum of five (5) years of progressively responsible experience in a related field • Certified Economic Developer Designation (CEcD) and/or American Institute of Certified Planners (AICP) desirable, but not required • Possession of or ability to readily obtain a valid Class C Driver’s License issued by the State of Texas. • An equivalent combination of experience, education, and training providing the required knowledge, skills, and abilities may be considered.

PHYSICAL REQUIREMENTS:  None

OTHER CONDITIONS:
Must provide own transportation • Must be willing to work occasional irregular hours and weekends to support HHA’s and its clients’ programs and initiatives, attend evening meetings, meet deadlines, and achieve objectives.

SALARY RANGE:
Salary competitive and negotiable, depending on qualifications and experience • Benefits include health, basic vision, dental, life, and disability insurance, SIMPLE IRA retirement plan, vacation.

Mail or email letter of interest and resumé to:

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Hawes Hill and Associates LLP firmly believes that diversity and equity make us a better organization and lead us toward a more inclusive, progressive society. We are an equal opportunity employer. We encourage women, people of color, members of the LGBTQ community, and those who identify with other underrepresented groups to apply.