



HONDO ECONOMIC DEVELOPMENT CORPORATION

JOB DESCRIPTION FOR: BUSINESS RETENTION & EXPANSION

- I. The position of Business Retention and Expansion, focuses on a strong and active business retention effort as a core component of any impactful economic development program. Through voluntary participation of regional employers, valuable market intelligence on the current business climate and potential opportunities to assist the economic prosperity of the region.

The Position:

The position of Business Retention and Expansion's primary responsibility is to develop, maintain and strengthen business relationships within the Hondo trade area.

- II. The BR&E, performs the following duties:
 1. Collaborate with Company Talent Development staff on workforce needs for new company locations and local expansions.
 2. Lead existing business retention and expansion programs, marketing, and social media programs, including an aggressive company visitation plan coordinated with the local economic development partners.
 3. Participate in collaborative workforce development initiatives including frequent meetings with employers and educational facilities to assist in connecting training programs with industry.
 4. Oversee maintenance of an online database featuring job opportunities of local employers and information gathered on visits and surveys.
 5. Identify and assist companies with expansion plans and those at risk of possible closures or downsizing and communicate quickly, openly, and honestly with the Executive Director of HEDC.
 6. Build strategic partnerships with hiring managers to fully understand the staffing needs for business.
 7. Work with local partners such as South Texas Regional Training Center, Texas Workforce Commission, Small Business Development Centers, Council of Governments, and private training providers to provide business workforce education, training, technology, and solutions to the region's primary companies.
 8. Educate employers, business/community leaders, school districts, and community about HEDC workforce solutions programs.
 9. Assist and attend Human Resource organizations meetings and various Texas Workforce Solutions meetings.



III. Our Ideal Candidate

The ideal candidate will possess experience, knowledge, and skills in the following areas:

1. Business retention, workforce development, talent acquisition, and human resources related to economic development.
2. Documents contacts and activities and provide weekly, monthly, quarterly, and annual reporting for the Board meetings and the annual plan of work preparation.
3. Experience developing recruitment plans (Marketing, advertisements, type of person, parameters, and resources).
4. Savvy in social media creation with Canva, Google analytics and website maintenance.
5. Building and fostering meaningful relationships with influencers like executives, School Superintendents, Human Resources leaders, and workforce committees in positions to influence growth and expansion investment.
6. Excellent communications skills with the ability to articulate big ideas, sell a vision and influence others, and convey how to execute it.

The ideal candidate will have in-depth knowledge of and experience developing and sustaining educational and training programs and initiatives that support business retention and workforce solutions.

As HEDC's primary liaison for business retention and workforce matters, new technologies, and services, the successful candidate will work with internal and external stakeholders to coordinate strategic educational and training initiatives and innovations to provide high quality, cost-effective, sustainable programs that accommodate the workforce needs and expansion opportunities of major businesses within Hondo.

IV. Qualifications:

1. At least one to three years of progressive work experience in business retention and/or workforce development.
2. Associates degree and/or equivalent work experience in industry related field.
3. Webpage, social media, and account management experience a plus.
4. Previous sales/client management experience is a plus.

Salary plus Benefits, vacation, sick-time, and holidays. Salary depending on qualifications and experience.

This position reports to the Executive Director of the Hondo Economic Development Corporation.

Please submit Cover letter, Resume and City of Hondo Job Application to spatty@hondo-tx.org