



CITY OF MCKINNEY

JOB DESCRIPTION

JOB TITLE: Executive Vice President
REPORTS TO: MEDC President-CEO
FLSA: Exempt

JOB CODE NO:
SAFETY SENSITIVE: No
GRADE: Z

Primary Accountability:

As a direct report to the President–CEO, the Executive Vice President is involved in all aspects of the management and operation of the MEDC. The Executive Vice President serves as the top staff leadership position under the President-CEO and serves as the executive leader of the MEDC in the absence of the President-CEO on all business matters as well as the liaison to the MEDC Board, Council, and other stakeholder groups.

Major Duties:

- Assist with the Development of economic development programs to include incentives, business retention and expansion, marketing, and organizational management.
- Supervise all professional staff in the absence of the President-CEO.
- Assist with the development of a strategic economic development plan for MEDC that includes vision, goals and objectives. Determine initiatives for attraction, retention and expansion, entrepreneurial development, workforce readiness.
- In collaboration with the President develop and present the annual budget to the Board of Directors and the City Council for approval.
- Represent MEDC at public, social and business functions. Provide testimony and information to civic and community organizations on areas that impact the initiatives of MEDC.
- Assist with all regional and national marketing materials and programs that promote the community.
- Participate in community, regional and state organizations and collaborate with partners that impact the goals and initiatives of MEDC. Such organizations include, but are not limited to, Texas Economic Development Council, Collin College, Workforce Solutions, City of McKinney, and The Office of Economic Development and Tourism Division (EDT) of the Governor's Office.
- Serve as the leader in International Business Recruitment.
- Develop and sustain quality, trusting relationships with the leadership of prospective companies, regional and national site selectors and commercial and industrial realtors.
- Participate in long-range planning, development of marketing strategies, and recommend aggressive goals for business attraction assistance efforts.
- Prepare proposals and conduct presentations and site tours for prospects.
- Develop and maintain a good working relationship with the media.

- Maintain the confidentiality of all information that may be shared by superiors, clients, constituents, elected or appointed officials, co-workers and/or other persons.
- Represent MEDC in a professional and diplomatic manner at all times.
- Comply with the policies of the MEDC as well as the City of MCKinney and Ethics Policy of the International Economic Development Council.
- Perform all other duties as assigned.

Work Environment:

- Professional and deadline-oriented environment in an office setting.
- Interaction with staff and customers.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time.

The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions

Director of Human Resources Date

Department Director Date