The Laredo Economic Development Corporation (Laredo EDC) is seeking candidates for the position of President/CEO. The President/CEO is responsible for the coordination and execution of the organization’s efforts to build a quality, diverse and sustainable tax base in the Laredo/Webb County region through the creation of jobs. The President/CEO will supervise a staff and work with community partners integrating economic, community resource and land use programs into viable working programs to improve the physical and economic climate of the Laredo and Webb County, Texas area. The President works under the direction of the Laredo EDC Board of Directors including the officers of the Executive Committee.

Responsibilities include:

- Effectively and positively represents the Laredo and Webb County area to target industries in alignment with strategic economic development directives.

- Generates new leads with potential businesses and follows through in order to drive strategic growth.

- Works with Laredo area businesses to encourage and facilitate expansion and retention.

- Networks with national and international site selectors to promote Laredo as a viable option for company relocations.

- Builds relationships with Federal and State agencies to identify potential opportunities for grant funding and development projects.

- Develops and communicates annual strategic plan to the Laredo EDC BOD for consideration and approval.

- Represents the views of the private sector to city officials with the purpose of helping to ensure suitable infrastructure is in place to attract new businesses.

- Serves as a liaison between local businesses and local educational and workforce institutions to develop the existing and upcoming workforce.
• Performs detailed research and analytical studies of key issues related to local project funding needs and/or grant application preparation.

• Leads the organization in retaining current and securing additional funding sources. Includes membership recruitment.

• Ensures that office policies and procedures are appropriately carried out.

• Prepares and administers annual budget for presentation and approval to the Laredo EDC BOD.

Qualifications:

Bachelor’s Degree in Business Administration, Public Administration, Economic Development or related field or significant related experience.

Certification as a Certified Economic Developer (CEcDs) by the IEDC, completion of Basic Economic Development Course, and/or graduate of Economic Development Institute (EDI) is highly desirable. Knowledge and experience with industry software programs and hands on expertise in social media, electronic communication and real estate databases. Ideal candidate will have experience with international travel and other protocols revolving around economic development, relevant conferences, marketing and strategic planning.

For salary inquiry, please contact the LaredoEDC at info@laredoedc.org. You may also submit your resume at the above email address.

or mail a hard copy to:

Laredo EDC President/CEO
Attn: Chairman
P.O. BOX 2682
Laredo, TX 78044

Laredo EDC is an Equal Opportunity Employer