



# GLOBAL BUSINESS RECRUITMENT & EXPANSION DIVISION MANAGER

Austin, Texas

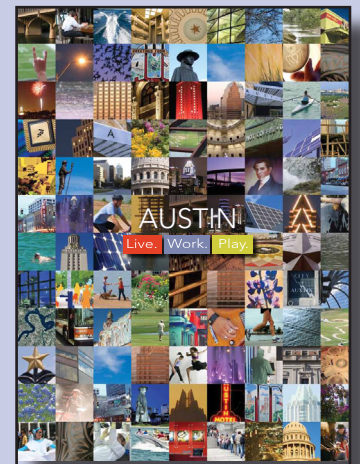
The City of Austin's Economic Growth and Redevelopment Office seeks to fill the Global Business Recruitment and Expansion Division Manager position, a mid-level management opening. Under the direction of the Deputy Director, the ideal candidate will be responsible for the day-to-day administration of job creation programs, finding grant funding for job creation programs, developing a robust website and preparing the Division's annual report. Austin's quality of life, access to talent and the low cost of doing business has made it a desirable place for companies to relocate or expand. The ideal candidate will be instrumental in working with major employers that seek to or are expanding their business in Austin. The position will manage six employees and have an \$873,425 budget.

## The Global Business Recruitment and Expansion Division Manager will oversee the day to day activities of the following programs:

- Global Relations Program – Arranges and conducts international exchanges to enhance Austin's global connectivity in the areas of business development and culture
- Global Trade Program – Arranges and coordinates incoming and outbound bilateral trade visits with foreign countries to promote investment in Austin and international trade for Austin companies
- Global Commerce Strategy – Leads and implements the international trade and business development strategy for enhancing Austin's position in the global marketplace
- Marketing and Promotions – Develops programs and materials to market Austin to prospective business recruitments and investors
- Science, Innovation and Technology Development – Creates and implements programs that retain and attract firms in these targeted industries
- Global Business Recruitment and Expansion – Assists with domestic and international company recruitments and expansions of existing companies by processing incentive applications, and assisting with zoning and planning
- Business Retention and Enhancement - Supports the re-establishment of Congress Avenue and East 6th Street as retail and urban entertainment district destinations by providing low-interest loans
- Economic Development Agreements – Evaluates and develops grants or loans to companies to offer relocation or expansion based on fiscal impact to the city, number of jobs, quality of life and environmental initiatives

## Education and Experience

- Business acumen and understanding of domestic and international economic development
- Knowledge of economic development finance programs including establishing tax increment financing, public improvement districts and City economic development agreements with major employers
- Capability to analyze policy review, make recommendations and use cost-benefits analysis models such as WebLOCI
- Ability to speak publicly representing the city, working with boards, public groups, private sector and partner agencies
- Knowledge of latest trends in the field to develop innovative financing tools and grants, and promoting innovation and entrepreneurship



- Ability to develop mechanisms to report on programs, services and budget
- Position requires Graduation from an accredited four-year college or university with major course work in a related field, plus five years of work experience in economic development or urban planning. A Master's Degree in Urban Planning, Business Administration, Real Estate, Law or a related-field may substitute for two years of required experience may be substituted. A Certified Economic Developer (CEcD) from the International Economic Development Council is preferred.

### **Economic Growth and Redevelopment Office**

The Economic Growth and Redevelopment Services Offices (EGRSO), works to enhance livability and economic vitality by promoting the arts, music, biotech, business and digital media connecting companies and communities worldwide to Austin. The Department Director has one Deputy Director, one Assistant Director, 61 employees and four divisions. The Global Business Recruitment and Expansion Division oversees programs to create jobs and attract companies to Austin and an International Program to strengthen our global community. The Small Business Development Division fosters economic growth and assists small business in becoming self-sustaining and competitive. The Cultural Arts Division and Music Division work to strengthen Austin's dynamic cultural programs which include Art in Public Places, Cultural Arts Funding, Civic Arts and Music. The Redevelopment Division forms public/private partnerships to locate and/or expand in Desired Development Zones. Department budget is \$11.5 million.

### **Austin City Government**

The City of Austin is a progressive, dynamic, full-service municipal organization operating under the Council-Manager form of government. The Council currently has six council members and a mayor that is elected at large. The City is in the process of transitioning to a 10-1 structure. The council will be elected from 10 single member districts, with the mayor at-large. City Council appoints the City Manager, who serves as the Chief Administrator and the Chief Operations Officer for the City organization. The City Manager implements the organization's day-to-day operations with a team of professional department heads and Assistant City Managers. The City of Austin has more than 12,000 employees in 42 departments, including city-owned electric and water utilities, airport, fire, police and Austin-Travis County EMS.

### **About Austin**

This vibrant and dynamic city tops numerous lists for business, entertainment, cost of living and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities and was selected as the "Best City for the Next Decade" (Kiplinger), the "Top Creative Center" in the U.S. (Entrepreneur.com), and #1 on the "On Numbers Economic Index" as the fastest growing economy. Austin continues to lead the country with its vision of being the "Most livable City in the country," emerging as a player on the international scene with such events as SXSW, Austin City Limits, Formula I and being home to companies such as Apple, Samsung, Dell and Seton Healthcare. From the home of state government and the University of Texas, to the "Live Music Capital of the World" and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health and sustainability. Since 1900, Austin's population has doubled every 20 years.

*Austin, Texas has a population of 843,000 and is the 13th largest city in the country.*



### **How to Apply**

***We are interested in pre-screening potential candidates during the Urban Land Institute Conference in San Diego, California from Monday, May 13 – Friday, May 17. If you have direct experience related to the position, please email Edna Santos at [Edna.santos@austintexas.gov](mailto:Edna.santos@austintexas.gov) to schedule an appointment for a pre-screen interview.***

Interested candidates may apply online at [www.austincityjobs.org](http://www.austincityjobs.org), a resume and cover letter must be attached. Position closes June 9, 2013.

Inquiries relating to this recruitment may be directed to: (512) 974-3221 or [Edna.Santos@austintexas.gov](mailto:Edna.Santos@austintexas.gov)