



# Economic Development Director







## THE COMMUNITY

Located in Maricopa County just west of Phoenix, the City of Avondale, Arizona is one of the area's fastest growing communities. The City's focus on business and employment attraction has been instrumental in spurring residential growth and economic development. The City also places strong emphasis on quality of life, which has resulted in construction of new parks and amenities. Avondale offers a wide range of housing options; many of its neighborhoods are less than 10-15 years old, and new housing developments are under construction in its southern portion. With a population of approximately 85,000 and a median age of 30 years old, Avondale's population swells each year with the influx of visitors during two NASCAR races at ISM Raceway, which is located in the southern portion of the city. The City also takes pride in its historic neighborhoods, which are home to many small, independent shops, restaurants and businesses.

*Avondale celebrates its cultural diversity and welcomes people and businesses with open arms.*

Fulfilling the City Council's desire to bring the community together, Avondale hosts several large scale and smaller community events throughout the year, from the annual Culture POP and KidFest in the Spring and the Billy Moore Days Festival in the Fall to movie nights in neighborhood parks.

## GOVERNANCE

The City of Avondale (incorporated in 1946) has a Council/Manager form of government. This means that the Mayor and City Council make policy decisions, and the staff, led by the City Manager, implements these decisions. The City Council has established a five-year Strategic Plan to create a community that is both family friendly and economically prosperous. The City has identified its core purpose, Making Lives Better, and as such, emphasizes values of being helpful, kind, and professional. With its AAA bond rating, the City has a reputation for its strong, stable government. Indeed, Avondale, Arizona, is a municipal success story.

**To learn more about the City of Avondale, go to: [www.avondaleaz.gov](http://www.avondaleaz.gov)**



## THE POSITION

The Economic Development Director leads the creation and implementation of economic development strategies for the City, including business recruitment, retention, expansion, and small business support; directs and carries out the City's efforts to attract domestic and international businesses, including site selection and development agreements. This position works closely with community partners and external stakeholders, including state, regional, and local organizations and elected leaders, as well as with the Development and Engineering Services Department, Community Relations, and other departments to attract new development and redevelopment throughout the city.

Essential Functions include but are not limited to the following:

- Plan, organize, and direct staff and activities of the Economic Development Department.
- Foster a work environment that encourages communication and motivates individuals to excel in their areas of responsibility.
- Develop and implement strategic plans, policies, and procedures for the department and economic development activities.
- Prepare presentations and reports for City management and council.
- Develop and implement marketing programs for business attraction and tourism strategies.
- Oversee the development, preparation, and implementation of the department budget.
- Coordinate Citywide business attraction and retention efforts by working with site selectors, commercial real estate brokers, and developers to showcase investment opportunities.
- Represents the City in business activities by leading advisory boards at regional/state/national levels and responding to media, citizen, and business inquiries.
- Enhance economic sustainability through efforts that advance innovation and competitiveness.

## THE IDEAL CANDIDATE

The ideal candidate is a dynamic leader and communicator who can represent, promote, and market the City through participation with various local, state and regional business groups and has experience in leading a successful economic development team. The successful candidate will demonstrate and encourage teamwork and collaboration; leading and coordinating development meetings; providing input regarding all City development issues; researching and preparing data and materials for review and successful project implementation. This position requires a can-do, high energy Director who can delegate effectively and has had success in an economic development department in bringing high quality jobs to a community. The position requires a leader who is willing to enthusiastically roll up his/her sleeves and be a working manager, just as all other City executives are expected to do. While technical skills are very important, it will be necessary for this individual to encourage and listen to feedback, work closely with leadership and staff from all departments, and adapt quickly to changing priorities in this fast-paced organization.

### Key Attributes and Characteristics:

- Excellent interpersonal skills are necessary to build positive working relationships with the City leadership, staff and partnering departments, professional or peer organizations, various state and federal agencies, as well as vendors and suppliers.
- Professionalism in making presentations in front of City Council and community audiences of various sizes and at all levels.
- Strong personnel management and a motivational leadership style; able to delegate authority and responsibility while promoting individual accountability and high performance.





- A collaborative problem solver; able to form consensus, be organized and decisive, and work with a sense of urgency.
- Calm under pressure, possessing a positive attitude and a good sense of humor.
- An active listener, and responsive to the development community, residents, and businesses.

### Qualifications

- Bachelor's degree in a related field. Master's degree preferred.
- Nine (9) years of experience in economic development, real estate, or community development, managing daily operations, overseeing development initiatives, and working at a similar sized city or private entity.
- Demonstrated work history in staff supervision, budget preparation and administration, and strategic and infrastructure planning and development.
- A Certified Economic Developer (CEcD) is preferred.

## SALARY AND BENEFITS

The FY20 salary range is \$123,254.73 to \$178,719.36.

Core work hours are Monday – Thursday 7:00 AM – 6:00 PM.

The City of Avondale offers a comprehensive health and welfare benefits program designed to meet the needs of its diverse workforce. To view the full list of benefits, please click here: <https://www.avondaleaz.gov/home/showdocument?id=11102>

## APPLICATION AND RECRUITMENT PROCESS

The final filing date is **Friday, November 8, 2019**. To be considered, please submit a resume that reflects the years **and** months of employment and positions held as well as relevant work experience, a cover letter, and five work related references (who will **not** be contacted in the early stages of the recruitment). You should also provide the size of budget you've managed and number of staff you've supervised to: <https://executivesearch.cpshr.us/JobDetail?ID=561>



For additional information, please contact:

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CPS HR Consulting  
Phone (916) 471-3111

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. The City will then select candidates who will be invited to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.