



City of Dallas

Director, Economic Development
City of Dallas
Dallas, TX

THE ORGANIZATION

The City of Dallas Office of Economic Development (OED) is dedicated to fostering inclusive economic growth and enhancing the city's prosperity through strategic initiatives, partnerships, and policy implementation. The OED's mission centers on promoting equitable economic development by addressing disparities in historically underserved communities. This is achieved through policy making, public investments, and collaborative partnerships, aligning with the city's Racial Equity Plan to ensure all residents have access to economic opportunities and housing. There are 33 FTEs, and the office has a FY 24-25 budget of \$3.8M.

The Office is responsible for:

- **Business Recruitment and Retention** -developing strategies to support existing businesses and attract new enterprises to Dallas.
- **Policy Implementation**- Executing the Economic Development Policy, which includes specific goals and practices aimed at reducing economic inequalities and fostering inclusive prosperity.
- **Incentive Programs**- Administering various incentive tools such as tax abatements, community development loans, and infrastructure investment funds to stimulate development and support small businesses.
- **Real Estate and Redevelopment**- Managing redevelopment projects, including Tax Increment Financing (TIF) districts, to revitalize underperforming areas and promote sustainable growth.
- **Workforce Development**- Collaborating with educational institutions and workforce agencies to ensure residents have the skills needed for current and future job markets.

THE POSITION

The Director of Economic Development for the City of Dallas provides strategic leadership and direction for all economic development initiatives. This executive role is responsible for driving sustainable economic growth, expanding the tax base, enhancing business attraction and retention efforts, facilitating real estate development, and fostering strategic partnerships to support the city's economic vitality. Key responsibilities include leading and managing economic development programs and personnel, developing and implementing

policies to support growth, facilitating real estate development, attracting and retaining businesses, overseeing contract negotiations, representing the City at public events, and evaluating departmental performance. The Director will also lead recruitment, hiring, and performance management of staff, foster a culture of innovation, present to City Council, and perform other related duties as required.

The mid-point of the salary range of this position is \$182,116.

REQUIREMENTS

The ideal candidate will possess in-depth knowledge of business, economic development, and organizational management principles, along with a strong understanding of financial management and impact analysis. Proven leadership and personnel management capabilities are essential, as is knowledge of federal, state, and local economic development funding and incentive programs. The ability to market the City of Dallas, strong analytical skills, effective communication skills, and exceptional interpersonal skills are also required. Candidates must demonstrate strong project management capabilities and sound judgment in a high-stakes environment.

QUALIFICATIONS

The ideal candidate will possess at least 10 years of experience in finance, economic development, business development, accounting, or federal contract compliance, with at least 4 of those years in a leadership or supervisory capacity. A Bachelor's degree in Finance, Accounting, Business Management, Public Administration, or a related field is required, and a Master of Business Administration (MBA) is strongly preferred. Additionally, a professional certification in economic development such as CECD, EDFP, HDFP, AICP, or similar is required.

TO APPLY

The City of Dallas is partnering with POLIHIRE to identify the next Director of Economic Development. For immediate consideration you must submit a cover letter highlighting your qualifications and a resume to: EDD_Dallas@polihire.com. Interview will take place in early May.