



**DURANT**  
• OKLAHOMA •

# Economic Development Director

## Mission Statement

Enhance and diversify the Durant community through new workforce development and investments that improve the quality of life for all.

## Helpful Links

City of Durant  
[www.durant.org](http://www.durant.org)

Durant Industrial Authority  
[www.ok-durant.org](http://www.ok-durant.org)

Chamber of Commerce  
[www.durantchamber.org](http://www.durantchamber.org)

## Now Hiring

Currently, the City of Durant is searching for an Economic Development Director to continue the collaborative leadership, success of the program and partnership with Durant Industrial Authority.

The City of Durant serves as the largest City and County Seat for Bryan County in Southeast Oklahoma. The Durant Industrial Authority was established by the City Council in 1964 as the Durant Industrial Foundation. The City of Durant, Durant Industrial Authority and the Chamber of Commerce work together to recruit, entice and promote the City of Durant to prospective businesses and industry.

The City of Durant's population is approximately 17,286 covering 26.76 square miles. The City's median age is 32 and an average household income of \$49,382. Through the efforts of the Durant Industrial Authority of the past twenty years, the City's population has grown 33% and the monthly sales tax average has increased 120%. In addition, the average Per Capita Personal Income has increased 46% of the past 13 years.



Durant City Hall  
300 W Evergreen  
Durant, Oklahoma 74701

**Contact Kari Jones**  
**[HR@durant.org](mailto:HR@durant.org)**  
**580-931-6600**

# Key Roles & Responsibilities

## Business Development

- Effectively and positively represents the Durant community to target industries in alignment with strategic direction.
- May also include the development of residential housing units and retail businesses.
- Generates new leads with potential businesses and follows through in order to drive strategic growth.
- Works with existing Durant area businesses in order to encourage and facilitate expansion and retention.
- Continually monitor business opportunities in order to drive the long-term strategic growth of Durant.

## Relationship Development and Networking

- Networks with national and international site selectors to promote Durant as a viable option for new businesses.
- Builds relationships with Federal and State agencies to identify potential opportunities and development projects.
- Represents Durant and the regional area at economic related meetings, presentations, and trade shows through development of proposals and promotional materials.
- Initiates contact between real estate owners, or their realtors, and potential industrial site selectors.

## Community Strategic Direction

- Works under direction of City Manager, area businesses, civic groups, and the general public to ensure support and coordination of economic development activities.
- Develops and communicates Annual Strategic Plan to DIA Board for consideration and approval.
- Represents the views of industry contacts to City Officials with the purpose of helping to ensure suitable infrastructure and community atmosphere is in place to attract new businesses.
- Serves as a liaison between local businesses and local education to develop the existing and upcoming workforce.

## General Management

- Performs detailed research and analytical studies of key issues related to local project funding needs and/or grant application preparation. Assists in retaining current and securing additional funding sources.
- Ensures that office policies and procedures are appropriately carried out.
- Prepares and administers annual department budget.
- Prepares and presents to the City Council and the DIA Board periodic reports on significant activities related to the Annual Strategic Plan.
- Supervises, directs, and evaluates staff.



# Education, Experience & Training

- Bachelor's Degree, and preferably an advanced degree, in Business or Public Administration, Marketing, Economics or closely related area.
  - Ten years of extensive experience in upper level management in business, local government, or a national organization.
- Preferably maintains Certified Economic Developer designation.
- Strong business development and negotiation skills.
- Strategic thinker with the ability to formulate and carry out long-term strategy.
- Self-starter with ability to work independently.
  - Demonstrated presentation skills.
- Strong verbal and written communication skills.
- Ability to make strong recommendations for consideration by others.
- Strong knowledge of the techniques and principals of public relations, external community image building, team building, and community marketing.
- Ability to communicate and work effectively with local governmental and community leaders to plan, develop, and implement special projects and economic development programs.
- Ability to develop a detailed understanding of all local, state, and federal incentives which are available to established and new businesses in the community.
- Strong knowledge of private sector financing and incentive strategies.

# Objectives & Priorities

Work existing leads for industry growth, while continually generating new leads to ensure a steady pipeline. The objective is a consistent growth in economic development for the community.

Develop a plan to consistently engage with existing businesses and industries to help facilitate expansion and job growth, provide information on incentives, and promote long-term growth.

- Partner with local businesses and local schools/universities in developing a system which will ensure businesses and industries have a qualified labor pool to select from.

# Salary & Benefits

## Salary Range

Highly competitive salary commensurate with experience.

## Benefits

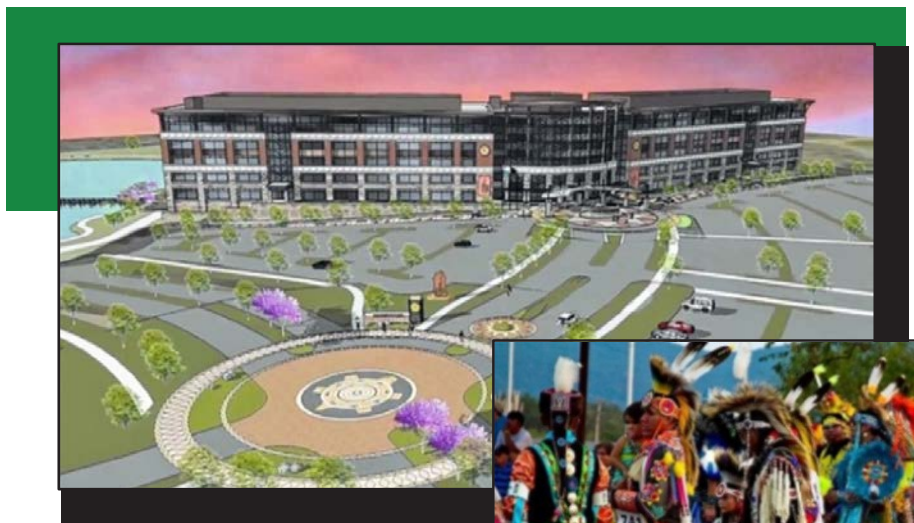
A benefits package including health, vision and dental insurance, a competitive retirement investment program, vacation and sick leave.

This position will remain open until filled.





*Commercial Metals Company is set to open its doors in Durant in early 2018. CMC's innovative micro mill technology uses a continuous-continuous manufacturing process that melts, casts and rolls steel from a single uninterrupted strand, producing higher yields and lower energy consumption than the traditional mill process. The Oklahoma micro mill is a \$300M project that is expected to create approximately 300 jobs in the Durant area.*



*The Choctaw Nation of Oklahoma is the third largest tribe in the United States, located in the heart of southeastern Oklahoma in Durant. The Tribe is building a \$240 million central headquarters campus located on 80 acres to serve its 200,000 members. This will allow them to consolidate 30 different offices across Durant into one location.*

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