



Mr. Dale Fowler (CEcD, Victoria Economic Development Corporation, President)

Web Site: <http://victoriaedc.com>
Email: dalefowler@victoriaedc.com
Phone Number: 1.800.765.8198
Fax Number: 361.485.3190

Career Opportunity

We are seeking new team members!

At the Victoria Economic Development Corporation, we pride ourselves in working together as a team to successfully compete in economic development. We are currently seeking motivated team members to join us in our dynamic and responsive organization. A fast-paced, exciting, and pleasant working environment await the ideal candidates. Competitive compensation packages including benefits are offered.

ECONOMIC DEVELOPMENT SPECIALIST

The right person will be able to manage their own time, work on deadlines, work directly with high level corporate executives, support the President and Vice President on economic development response packets, site visits and on trade missions, conduct corporate outreach, be adept at research and navigating databases, have an eye for digital content, lead our social media campaigns and digital engagements, provide exceptional customer service, engage in direct marketing to prospective businesses, participate in domestic and international business development missions. Interaction with the highest level of city/county/state/federal government, Board of Directors, key stakeholders, and local business leaders is required.

- Bachelor's degree in a related field or equivalent work experience.
- Demonstrated experience or ability working with diverse business and political leadership.
- Demonstrated strong civic and community leadership experience or ability.
- Possess a working knowledge of state and federal economic development/community development agencies and programs, incentives.
- Ability to develop and oversee marketing projects for business recruitment.
- Ability to deliver exceptional customer service.
- Professional office experience, and dress required.
- Strong computer skills; Word, Excel, PowerPoint, social media.

[View Economic Development Specialist requirements and responsibilities here.](#)

OPERATIONS MANAGER

The right person will provide exceptional customer service, manage bookkeeping, accounts receivable/payable, payroll, handle database & website updates, possess desktop publishing skills, and maintain office schedules. Interaction with the highest level of city/county/state/federal government and local business leaders will be necessary.

- College degree/certification in a related field and/or equivalent work experience.
- Professional office experience and dress required.
- Strong computer, Microsoft Office Suite and desktop publishing skills. General bookkeeping skills / ability to utilize accounting software.
- Ability to maintain confidentiality.
- Strong organizational skills.
- Ability to deliver exceptional customer service.
- Business writing a plus.
- Social media experience preferred.

[View Operations Manager requirements and responsibilities here.](#)

Please submit your cover letter, resume and at least 2 references to: jonastitas@victoriaedc.com or send by mail to:

Victoria EDC

The Victoria Economic Development Corporation (VEDC) was formed in 1982 as a private/public economic development organization created to serve the City of Victoria, Victoria County, and the surrounding geographical region impacting Victoria's economy.

VEDC key objectives are:

- To recruit new businesses, both international and domestic, in order to create jobs and increase the tax base.
- To retain and expand existing business by assisting them to increase profitability through exports, strategic alliances, new project development and workforce development improvements.

How we accomplish these objectives:

- Working on job creation in the Victoria area with a comprehensive plan in place.
- Initiating contact with companies within targeted industries.
- Responding to industrial and manufacturing inquiries about the Victoria market.
- Engaging in direct marketing to prospective companies, both domestic and international.
- Build and maintain relationships with site location consultants.

VEDC's private sector funding is derived from businesses and individuals committed to supporting Victoria's growth. Contractual agreements are in place with the Victoria Sales Tax Development Corporation/City of Victoria, Victoria County, and the Victoria County Navigation District to provide economic development services. These private/public partnerships strengthen Victoria's position in competitive economic development.