

Community Development Director - Eufaula, Oklahoma

Job Description

The Community Development Director (CDD) works as the City of Eufaula's primary leader for economic development, public information, airport management, and community relations. This diverse role has a meaningful impact on our growing community.

The CDD role is split between economic development and community relations. The economic development portion focuses on business expansion, retention, event facilitation, tourism, and marketing activities. The community relations portion includes public information dissemination, developing resilient social networks, and managing municipal social media accounts.

The CDD is a highly independent position with a flexible and hybrid schedule based on the nature of work.

Examples of Duties

- Coordinates economic development activities with a variety of community leaders, municipality representatives, and business owners/consultants.
- Promotes the tourism industry in Eufaula by, with, and through organizational partnerships.
- Identifies & coordinates funding and planning for community and economic development.
- Plans, coordinates, and delivers assistance, information, and services to prospects.
- Resolves and responds to complex and sensitive development-related questions and issues.
- Manages the Eufaula Municipal Airport. (Training and support provided)
- Assists with business incentive packages for businesses in Eufaula.
- Prepares and submits monthly reports on economic development activities for the municipal. Able to deliver presentations at council meetings and community functions.
- Generates positive media content, drafts scripts for economic development projects, video production, and works with regional officials to develop economic initiatives.
- Performs other related duties as required.

Minimum Qualifications

- Must have unchallenged integrity.
- Must be self-motivated.
- Must be team-oriented and able to lead when necessary.
- Understands how to research and can learn quickly.
- Enjoys working in challenging environments and is comfortable with process improvement.
- Strong strategic planning experience.
- Resilient in stressful situations.
- Able to develop a relationship with a diverse group of organizations and personalities.
- Have an entrepreneurial mindset while having enough patience to work through challenges.
- Community-minded approach to economic development.
- Effective marketing or social media background.
- Able to work outdoors and under challenging conditions.

- Minimum of five years of experience. Bachelor's degree in a related field is preferred. An equivalent combination of education and related experience may be substituted.

Unique Benefits

- Work in a vacation destination with a low cost of living.
- Highly independent. Performance and outcomes-based – you figure out how to get results
- Flexible work schedule.
- Salary range and benefits: 40-50K depending on experience. Full insurance. Retirement program. Paid Time Off.