Job Position: Manager, Business Engagement and Strategic Research

The Energy Corridor District (District) is at an exciting juncture in time. We are building on our past successes and embarking on strategic initiatives that will impact the future of the Energy Corridor for years to come. As such, the District is seeking a results-oriented, energetic, self-motivated, collaborative, and strategic minded professional with a passion for transforming the urban environment to serve as our Manager, Business Engagement and Strategic Research.

About the Energy Corridor District

The Energy Corridor District (District) is an advocate for one of the Houston region’s most important job centers and economic hubs. Established in 2001 by the Texas Legislature as Harris County Improvement District #4, the District was created to promote, develop, encourage, maintain employment, commerce, transportation, housing, recreation, arts, entertainment, economic development, safety, and the public welfare within its boundaries.

Home to the headquarters and regional offices of prominent global firms within the energy sector and beyond, the District consists of over 2,000 acres, stretching along IH-10 from Kirkwood Road to west of Barker Cypress Road, and extending south along Eldridge Parkway to south of Briar Forest Drive. The District also offers access to assets such as Buffalo Bayou, Terry Hershey Park, various recreational trails, and adjacency to over 26,000 acres of parks and open space. The Energy Corridor features over 20 million square feet of Class A Office Space, over 8,500 units of Class A apartments, and commercial land available for future development.

Position

Under the direction of the Executive Director, this role is responsible for leading and strengthening the District’s business retention and recruitment efforts, including economic development pursuits, strategic macro- and micro-level research, and targeted stakeholder engagement and outreach.

The individual in this role must have strong skills in oral and written communication, partnership building, relationship building, project management, data management, and research and analysis. The responsibilities associated with the role requires collaborative engagement and strategic thinking. The role will work in close coordination with the Executive Director, while maintaining regular collaboration and coordination with the Communication and Marketing Manager to ensure synergy between both roles and their respective responsibilities. As an example, collaboration and coordination would include conveying information and research to support development of marketing and other communication’s material for the District.
Essential Duties and Responsibilities

Business Retention and Recruitment

- Lead and strategically position the District to retain and recruit major employers and businesses, while spurring economic development interests
  - Develop and implement outreach strategies, initiatives, and programming to advance business retention and recruitment goals
  - Develop and implement economic development strategies, initiatives, and programming in support of District or partner initiated or shared pursuits
  - Participate in meetings and committees for relevant national, regional, and statewide economic development related organizations to promote and market the Energy Corridor
  - Support the Executive Director’s external engagement with the business community across the Energy Corridor, Greater Houston Region, and beyond
  - Coordination of annexation and service plan strategies and initiatives

Market Research and Other Data Sets

- Research, identify, and maintain relevant key data points, presentations, status reports, and other studies and information related to land use, demographics, commercial availability, commercial real estate, economic impact and trends, energy transition, among other topics and issues
  - Strategic research should be conveyed across the organization for incorporation into a value proposition, marketing materials, targeted messaging, business retention and recruitment initiatives, etc.
    - Such information may be available at these sources, among others - Texas Comptroller, U.S. Census, ArcGIS tools of ESRI, Houston-Galveston Area Council, Harris County Appraisal District, Co-Star, LoopNet, Greater Houston Partnership, Texas A&M Transportation Institute, STR Hotel Data, Apartment Data Service, CBRE Hotel Horizons, Bisnow, Houston Business Journal, and various brokerages’ monthly and quarterly reports, among others
- Maintain knowledge of current and future best practices of real estate and economic trends from sources such as the Greater Houston Partnership, Governor’s Office of Economic Development, Texas A&M Transportation Institute, Co-Star, Urban Land Institute, Texas Economic Development Council, International Economic Development Council, Kinder Foundation, etc.
- Produce quarterly report(s) that present economic conditions specific to commercial real estate industry - office, residential, retail, hotel, and greenfield sites - as well as employment and demographic information
• Conduct annual and as-needed surveys and ad-hoc focus groups of stakeholders for the purpose of soliciting feedback and input on District core services and to maintain awareness of stakeholder issues and needs
• Identify and analyze best practices of other special districts and place management organizations (e.g., operations, safety, events, economic development, capital projects, etc.) for benchmarking and organizational strategy purposes

Stakeholder Engagement and Outreach

• Serve as a point of contact through regular, proactive, and responsive engagements with District stakeholders - employers, commercial real estate and development community, small businesses, hoteliers, apartments, residents, and other key groups to facilitate positive two-way communication and resolve concerns
  o Ensure meaningful interactions (touch points, information sharing, monitoring concerns, etc.) with a variety of stakeholders each month
• Plan and conduct stakeholder meetings to facilitate information sharing and discussions of topics and issues impacting the District, including quarterly meetings related to public safety, commercial real estate, resilient infrastructure, etc.
• Identify, implement, and maintain a customer relationship management (CRM) tool for the purposes of continuous relationship building and management
• Collect, organize, and maintain stakeholder contact database within the developed CRM tool to enable consistent District communications with constituents
• Coordinate and partner with staff to obtain easements from stakeholders

This position will also be responsible for performing other related job duties as required, including evening and weekend availability in cases of emergency and/or to fulfill project related responsibilities assigned to the role.

Essential Qualifications and Skills

• Bachelor’s degree in a related field is required. Advanced degree is preferred
• A minimum of seven (7) to ten (10) years of experience within a similarly situated organization is preferred
• Relevant experience may include public relations, government relations, membership services, business development, or similar experiences at a chamber of commerce, economic development entity, or other public and private entities
• Strong organizational and planning skills
• Excellent written and verbal communication skills
• Strong interpersonal skills, such as the ability to build and nurture relationships with a diverse group of stakeholders with competing interests
• Collaborative and works well in a team environment, well organized, ability to multi-task, act proactively, prioritize work, and meet deadlines, while providing exemplary customer service
• Excellent reasoning, strong decision-making skills, and the ability to work independently, while effectively communicating progress, schedules, and issues of concern
• Excellent analytical and quantitative skills
• Accountable with keen attention to details
• Advanced skills and proficiency with the suite of Microsoft Office products, including PowerPoint, Excel, and Word. Working knowledge of Adobe Creative Suites (Photoshop, InDesign, Illustrator), Constant Contact, and various CRM programs is a plus.

Employment Type

Full-time

Salary

Salary range is contingent upon knowledge and experience. Full benefits, including health, dental, and vision insurance, and retirement contributions.

How to Apply

A letter of interest and resume/CV is required. At the applicant’s discretion, no more than three work samples may be provided. Please send a complete application package to employment@energycorridor.org.