NOW HIRING

Executive Director

$80,000 – $110,000
Annual salary, DOQ

Jacksboro Economic Development Corporation (JEDC)

THE OPPORTUNITY

JEDC is seeking an accomplished, relationship-driven economic development professional to serve as its next Executive Director. Reporting to the JEDC Board of Directors, the Executive Director leads business recruitment and retention, incentives and project development, real estate and site readiness, strategic planning, marketing, and tourism through Visit Jacksboro and the Jacksboro Visitor Center.

This is a hands-on leadership role in a community where results are highly visible to the community.

Jacksboro is investing in its future, with a new water treatment plant of approximately $25 million, modernized zoning, an expanding Nine Energy Services facility, and the 177-acre Jacksboro Business Park.

ABOUT JACKSBORO

- **County seat** and center of Jack County, about 60 miles northwest of Fort Worth
- **Faith Community Hospital**: 24-hour Level IV Trauma Center, surgery, and labor and delivery
- **Jacksboro ISD**: 1,000+ students; $47 million bond for a new junior high and CTE facilities
- **Fort Richardson** State Park: about 80,000 visitors a year; 9-mile trailway to Lake Jacksboro
- **Historic square**: shops, dining, murals, and market days; 30,000+ visitors a year
- **Room to grow**: multiple sites available; multi-use developments in discussion on four sites, three JEDC-owned and one private

KEY RESPONSIBILITIES

- Translate Board direction into strategic priorities, annual work plans, and measurable results.
- Create, maintain, and post JEDC meeting agendas and agenda packets, and prepare and set up JEDC meetings.
- Lead business attraction from initial inquiry through negotiation, Board consideration, and occupancy.
- Maintain an active business retention and expansion program with regular employer visits.
- Structure, negotiate, and monitor incentive and performance agreements under Board policy and Texas law.
- Maintain the inventory of available buildings and sites and improve site readiness.
- Lead business-development and Visit Jacksboro marketing, and serve as JEDC's principal spokesperson.
- Manage the budget with prudent stewardship of public funds and supervise and develop staff.
- Ensure compliance with Type B requirements, the Open Meetings Act, and the Public Information Act.

THE IDEAL CANDIDATE

A collaborative, self-directed, and approachable leader who is equally comfortable setting strategy and doing the hands-on work a small organization requires. They bring sound judgment and decisive follow-through, build trust with business owners, elected officials, and partners, and share a genuine interest in rural economic development, tourism, and Jacksboro's unique sense of place.

QUALIFICATIONS

REQUIRED

- Bachelor's degree in a related field, or an equivalent combination of education and experience
- 3+ years of progressively responsible experience in economic development or a closely related field
- Experience working with elected or appointed boards
- Valid Texas driver's license
- Texas economic development sales tax training within 90 days of hire

PREFERRED

- Basic Economic Development Course; CEcD or progress toward it
- Experience with Texas Type B incentives and performance agreements
- Tourism, retail recruitment, or rural economic development experience

SALARY AND BENEFITS

$80,000 – $110,000 annually, DOQ; full-time, exempt.

- Vehicle use stipend
- Health insurance stipend
- TMRS retirement: 7% employee contribution; JEDC matches 2:1 at approximately 14%
- Official City holidays, including 2 days at Thanksgiving and 3 at Christmas
- Professional development support

HOW TO APPLY

Email a cover letter, resume, and three professional references to **apply@jacksboroedc.com**. Full posting: **https://jacksboroedc.com/public-notices/**. Application review begins **November 20, 2026**; open until filled. Finalists are subject to a background investigation.

Questions: **Michael Smith, City Manager** · 940-567-6321

The Jacksboro Economic Development Corporation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by law.