



DIRECTOR OF BUSINESS RECRUITMENT

Position Summary:

The Amarillo Economic Development Corporation (AEDC) seeks an energetic, relationship-driven professional to lead proactive business recruitment efforts that generate new capital investment, high-quality jobs, and long-term economic growth.

This position is responsible for developing and executing a strategic recruitment program focused on attracting domestic and international companies aligned with Amarillo's competitive advantages. Working closely with the Vice President, the Director will cultivate executive and site selector relationships, identify qualified prospects, and position Amarillo as a premier destination for business expansion.

The Director will serve as both a responsive project manager and a proactive business developer, ensuring the organization effectively competes for active projects while continuously cultivating future opportunities. Success will be measured through timely project execution, meaningful industry relationships, qualified prospect development, projects advanced, and investment secured.

Key Responsibilities:

- Develop and execute proactive business recruitment strategies for AEDC's targeted industries, including aerospace and defense, advanced manufacturing, food and beverage processing, logistics and distribution, energy, agricultural technology, and One Health manufacturing.
- Build strategic relationships with corporate executives, site selection consultants, commercial brokers, industry associations, and business organizations.
- Represent Amarillo at industry conferences, trade shows, recruitment missions, and consultant events.
- Conduct strategic research on industry trends, company expansions, workforce, real estate, and competitive markets to inform recruitment efforts.
- Manage confidential business recruitment projects from initial inquiry through completion, including responding to RFIs, preparing proposals, coordinating site visits, maintaining prospect communications, and collaborating with local, regional, and state partners.

Required Qualifications:

- Bachelor's degree in Business, Economics, Marketing, Public Administration, Real Estate, or a related field.
- Five or more years of experience in economic development, business development, commercial real estate, corporate sales, site selection, or a related field.
- Strong networking, presentation, written, and verbal communication skills.
- Demonstrated ability to exercise sound judgment, maintain confidentiality, and handle sensitive information with professionalism and discretion.
- Ability and willingness to travel domestically and internationally; frequent travel is required.

Ideal Candidate:

The successful candidate is a strategic, proactive business developer who enjoys building relationships, engaging senior executives, and identifying growth opportunities for Amarillo. They are organized, data-driven, and confident representing Amarillo on a national stage while remaining passionate about creating long-term economic opportunity for the community.

Benefits:

- Health Insurance: AEDC covers 100% of employee health insurance
- Additional Benefits (Employee-Paid): Dental, vision, long-term disability, and additional coverage options
- Retirement: Texas Municipal Retirement System (TMRS)
 - Employer Contribution: 17.4% / Employee Contribution: 7%
- Company-Provided Cell Phone and Laptop
- Personal Time Off (PTO): 3 days annually
- Annual Leave Accrual: 10 days initially (increases with years of service)
- Sick Leave Accrual: 12 days initially (increases with years of service)

About the Amarillo EDC:

Founded in 1989, the AEDC promotes business expansion, job creation, and capital investment throughout Amarillo. Funded through a voter-approved ½-cent sales tax for economic development, AEDC partners closely with city leaders, businesses, and community organizations to foster long-term prosperity. The corporation has played a pivotal role in recruiting and expanding companies across sectors including aerospace, defense, food processing, logistics, and renewable energy, helping make Amarillo one of Texas' most economically diverse and opportunity-rich cities.

HOW TO APPLY

Qualified candidates are invited to submit a resume and cover letter via email to:

Hollie Shankle - hollie@amarilloedc.com

Applications close August 31, 2026

For additional information or questions:

Hollie Shankle

hollie@amarilloedc.com

(806)379-6411

