

Revitalizing Waterbury

Economic Development Director

Duties and Job Description

Waterbury Area Development Committee (WADC), a committee of Revitalizing Waterbury (RW), is seeking a professional economic development director to serve as full time staff to Revitalizing Waterbury and provide economic development services to the Village and Town of Waterbury. Revitalizing Waterbury's (RW) mission is to preserve, promote and enhance the economic, historic and social vitality of Waterbury, Vermont for residents, businesses and visitors alike. RW is a 501(c)3 non-profit and one of Vermont's 24 recognized designated downtown organizations. RW works in cooperation with local, regional and statewide stakeholders to create and maintain a vibrant community that is inviting, safe, economically sound, lively and livable.

Responsibilities

Policy/Planning:

- Work to implement Waterbury's Economic Development Strategic Plan (EDSP), conduct EDSP updates when appropriate
- Assist in the development, implementation, and promotion of local and state economic development incentives, such as tax stabilization
- Maintain familiarity with Waterbury's Zoning Regulations and participate in relevant policy development
- Support conceptual and concrete initiatives, such as infrastructure expansion, that fit within the scope of growth center planning

General:

- Assist existing Waterbury companies and citizens in all economic endeavors
- Provide assistance to accommodate growth needs of existing businesses
- Recruit suitable and sustainable economic opportunities and enterprises
- Lead business support activities through upcoming Agency of Transportation projects
- Participate in business/community marketing conversations when appropriate
- Assist in planning and participate in local and regional economic development events, such as quarterly business mixers, business workshops, etc.
- Assist in planning and participate in Revitalizing Waterbury events and fundraising efforts
- Participate in Vermont Downtown Program events and initiatives
- Attend relevant municipal meetings (Select Board, Trustees, Planning Commission, etc.)
- Maintain available commercial rental property database
- Create and maintain a Waterbury Economy page on Waterbury Town/Village website
- Maintain the "For Businesses" page of the Revitalizing Waterbury website
- Create and maintain interactive Project Files for all ongoing projects
- Work closely and act as liaison with local and regional economic development partners
- Foster and sustain respectful relationships with local and regional developers and community members through public and private partnerships
- Help provide eligible economic development incentives to private investors, such as tax credits
- Apply for economic development related grants where appropriate after approval by the Village Trustees and Select Board

- Attend relevant professional development events, such as the Vermont Development Conference
- Assist with volunteer recruitment when appropriate, such as the recruitment of WADC members

Reporting:

- Report confidentially and provide bi-weekly updates to WADC and Waterbury Municipal Manager
- Staff and provide reports at WADC monthly meetings and RW Board meetings
- Provide monthly written reports to Village Trustees and Town Select Board
- Provide and present annual report to Village Trustees and Town Select Board

Required Qualifications

- Bachelor's degree with a concentration or specialization in economic and community development or related field.
- Two or more years experience in economic, business or community development.
- Excellent oral and written communication skills
- Ability to establish effective working relationships and communicate effectively with town staff, elected officials, business owners and community members as well as other organizations, economic development practitioners and developers
- Proficiency in Microsoft Office Suite
- Leadership, team building, advocacy and negotiation skills
- Self-motivation and ability to work toward objectives with minimal supervision
- Availability and willingness to work flexible schedule including evenings and weekends.

Salary range - \$40,000-\$42,000. Holidays and personal time off (vacation, sick time). Revitalizing Waterbury is an equal opportunity employer.

Please send letter of interest and resume with three references to: Info@revitalizingwaterbury.org by March 3, 2017.