Director of Economic Development

Town of Brighton
VERMONT

Description:

Under the general direction of the Town Manager the candidate must perform a variety of technical functions related to planning, recreation, administration, community & economic development. A successful candidate will be able to assist citizens, contractors, developers, and other professionals. Must possess a service-oriented attitude and coordinate all aspects of development projects along with a long-term planning emphasis related to the natural and cultural resources and economic development of the Town.

Key Roles and Responsibilities:

- Meet with businesses and property owners, developers, stakeholders, and others to discuss development opportunities, economic development programs, incentives and other tools within economic development.
- Attend public meetings, give presentations, represent businesses and developers.
- Conduct administrative and accounting work related to economic development activities.
- Research grant opportunities and prepare grant applications to fund parks, economic development, and a variety of recreational activities including state and private grant sources. Implement grant funded projects and administer grants, including grant reporting.
- Work on all aspects of corridor and local business development
- Perform ongoing monitoring, tracking and auditing of projects, grants, programs and loans.
- Work with Town staff to manage rentals of park facilities for private and public events.
- Build and maintain positive working relationships with co-workers, other recreational organizations, and the public using principles of good customer service.
- Represent the town in outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.

- Ensure that there are events that are tied to the local community for children, the elderly, and recreationalists of all calibers.
- Build upon and assist in the development of a town plan encompassing the town's current master plan.

Knowledge and Qualifications

- Bachelors degree in a related field of study preferred, but not required
- Knowledge and understanding of basic concepts and techniques of economic development or experience equivalent to such. (3 years minimum)
- Experience with grant writing and administration is highly desirable.
- Knowledge of accounting practices and principles
- Experience in success planning, project management, and implementation of projects from start to finish.

Desired Skills

- Ability to work under pressure, managing a large workload, and meeting deadlines.
- Possess good analytical, interpersonal, written, and oral communication skills; able to communicate with a broad and diverse audience of all levels.
- Possess a good working knowledge of research on the internet and proficient use of Microsoft Outlook, Word, Excel, and PowerPoint software. Preference given for experience with Adobe Creative Suite and WordPress.
- Ability to work both independently and in a collaborative team environment.
- Demonstrate a high level of self-direction and strong desire to achieve high-level results.
- Ability to maintain confidentiality of highly sensitive information.
- Valid driver's license and the use of a personal vehicle for work purposes. Travel primarily within the State of Vermont for meetings and conferences is required with mileage reimbursement.

All information received is held in the highest confidence. This position may require a full criminal and credit background check.

Job Type: Full-time Exempt

Salary Range: $60,000 - $70,000 annual

Benefits:

- Flexible scheduling
- Dental insurance
- Health insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Vision insurance

Schedule:

- Generally M-F 08:00 – 5:00 ET but evenings, weekends and holidays are required during events

License/Certification

- Driver's License (Required)

Work Location

- Island Pond Welcome Center/Town Offices