

# **Revitalizing Waterbury**

## **Economic Development Director**

### **Duties and Job Description**

As a full-time staff member of Revitalizing Waterbury (RW), the Economic Development Director provides economic development services to the Town of Waterbury. As part of RW, the Economic Development Director 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. The Economic Development Director will report to and be supervised by the Executive Director of RW.

### **Responsibilities**

#### **Business support:**

- Support the sustainable growth and development of a diverse and robust Waterbury business community.
- Assist existing Waterbury businesses. Provide information, resource referral, assistance navigating local processes, and planning to accommodate growth needs.
- Recruit suitable and sustainable economic opportunities and enterprises.
- Plan and execute business networking and support programs, including quarterly RW business mixers and technical assistance workshops for businesses.
- Maintain awareness of local, state and federal policies that impact businesses, and provide updates to businesses through newsletters, individual communication, and other means.
- Maintain an available commercial property database; provide referrals to businesses interested in moving to or relocating within Waterbury.
- Provide information about economic development incentives, such as tax credits, to eligible businesses and property owners, and as appropriate, assist with applications.
- Provide referrals to state and regional business support services (e.g. Vermont Small Business Development Center, Center for Women and Enterprise).
- Create and maintain relevant economic development and “For Businesses” pages on the Revitalizing Waterbury and Town of Waterbury websites.
- Participate in Vermont Designated Downtown Program initiatives and events, including the collection of Downtown investment statistics.
- Collaborate with and act as liaison to local and regional economic development partners.
- Maintain and update relevant organizational and community business metrics, including business listings, contact information, and employment numbers.
- As appropriate, assist with applications for economic development related grants for the town, businesses, or other local organizations.

#### **Committees, boards and municipal engagement:**

- Support the ongoing operation of the Waterbury Area Development Committee. Prepare agendas, research pertinent topics, prepare reports, and staff and facilitate monthly meetings.
- Attend and prepare written reports for monthly RW Board meetings.
- Prepare and present biannual reports to the Town Select Board.
- As needed, attend and provide input at relevant municipal meetings (Select Board, Development Review Board, Planning Commission, etc.).
- Provide input on pertinent municipal policies and proposals, such as the Town Plan or Local Option Tax.

- Provide additional written and/or oral reports to the municipal manager and town Select Board as requested.
- Participate in business/community marketing conversations when appropriate.
- Foster and sustain respectful relationships with local and regional developers and community members.

#### Policy and planning:

- Work to implement Waterbury's Economic Development Strategic Plan (EDSP), conduct EDSP updates when appropriate.
- Maintain familiarity with Waterbury's Zoning Regulations and participate in relevant policy updates and development.
- Support and advocate for appropriate economic development initiatives, such as infrastructure expansion, that align with EDSP and community objectives.
- Assist in the development, implementation, and promotion of local and state economic development incentives, such as tax stabilization.

#### Organizational support and other:

- Participate in planning and/or attend relevant state and regional economic development events (e.g. regional job fair).
- Attend relevant professional development events, such as the Vermont Development Conference.
- Assist in planning and execution of Revitalizing Waterbury events and fundraisers, such as the Waterbury Arts Fest.
- Provide support for Revitalizing Waterbury programs and initiatives.
- Other duties as assigned.

### **Required Qualifications**

- Bachelor's degree with a concentration or specialization in economic and community development or related field is preferred.
- Experience in economic, business, or community development; two or more years of experience is preferred.
- Excellent oral and written communication skills.
- Ability to work well within a team.
- Ability to establish effective working relationships and communicate effectively with diverse constituencies, including business owners, town staff, elected officials, and community members, as well as other organizations, economic development practitioners and developers.
- Proficiency in Microsoft Office Suite and Google 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 occasional evenings and weekends.
- Candidates with education and life experience that may adequately substitute for the criterion listed above are encouraged to apply.

## **Details**

Salary and Benefits - Salary range is \$43-\$46,000 based on skills and experience; holidays and personal time off (vacation, sick time). Financial support towards health insurance benefits are expected to begin in 2024. Flexible schedule. This is an entry level position.

Location - Waterbury, Vermont.

Start date - earliest availability

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.

Revitalizing Waterbury values a diverse workplace and strongly encourages people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities to apply. We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.

## **How to Apply**

Please send letter of interest and resume with three references to: [karen@revitalizingwaterbury.org](mailto:karen@revitalizingwaterbury.org). Resumes will be reviewed as they are received.

Questions? Contact Karen Nevin, [karen@revitalizingwaterbury.org](mailto:karen@revitalizingwaterbury.org).