

Job Posting: Economic Development Coordinator-Middlefield, CT
Posted: 11-10-22

General Job Description:

A part time/consulting position, the Economic Development Coordinator (Coordinator) will be responsible for offering guidance, ideas and resources to promote economic development for Middlefield Connecticut. Working with the Town's Economic Development Commission (EDC) and other town officials and commissions, the coordinator will work to recruit, develop and retain businesses into new and sustainable economic opportunities. Coordinator will promote the town as a solid destination for potential businesses, and will prepare and give presentations and reports about economic development programs, activities, projects and recommendations. Coordinator will offer input and oversee initiatives through all stages, including initial planning, development, implementation and analysis, and collaborate with internal and external partners to foster and improve the towns's economic bases. Coordinator will formally report to the First Selectman, and will work extensively with the Town's EDC, providing guidance to, and taking direction from the commission.

Responsibilities and Duties: Acting as an Executive Director, in concert with the Economic Development Commission (EDC) acting as his/her "Board", the Coordinator will:

- Direct economic development through promoting business attraction, growth, retention to secure a strong revenue base for the town
- Solicit new businesses - create materials to promote the town to prospective businesses and investors
- Identify opportunities for development and redevelopment projects
- Develop, coordinate and implement strategies and tactics for a healthy, stable business environment
- Recruit partners for developments
- Perform market research and gather economic data relevant to promoting town opportunities
- Create / update town economic development media presence including website/webpages
- Develop and maintain relationships with relevant business leaders, developers, community organizations, commercial and industrial realtors, and tourism partners for the purpose of assisting businesses with growth, expansion and site assistance
- Represent the town at events to attract businesses
- Support discussions with other Town boards and Commissions including planning and zoning for economic developments
- For development projects, research and develop financing options; write grant applications, and oversee administration process; prepare reports and correspondence related to projects.
- Assist in preparing an annual report about economic development, redevelopment and real estate activities for the annual town meeting
- Assist in creating a yearly budget proposal for the Economic Development Commission
- Other duties the Selectman or EDC may request

Qualifications and Skills/Competencies for the Job:

Qualifications:

Bachelor's Degree in Economic Development, Public Administration, Business Administration, or related field from an accredited college or university. Three years related experience. A combination of education and pertinent experience may be considered. A valid CT driver's license is required.

Desirable Skills:

Organizational skills, speaking skills, writing skills, negotiation skills, interpersonal skills, leadership skill, computer literacy skills, creative thinking skills, time management skills, data analysis skills, ability to multi-task.

Salary:

Negotiable / commensurate with experience

Expression of Interest:

Individuals interested in this position should send a copy of their resume to:

Robert C. Yamartino
First Selectman - Town of Middlefield
P.O.Box 179
393 Jackson Hill Road
Middlefield, CT 06455

or e-mail to:

ryamartino@middlefieldct.org