



TOWN OF NEWPORT, NH

ECONOMIC DEVELOPMENT COORDINATOR

Economic Development Coordinator. The Town of Newport, NH (pop. 6,500), situated in beautiful southwestern New Hampshire, seeks qualified candidates for this full time new position. Duties include the design and implementation of comprehensive business development and retention programs/strategy, development and administration of a new school - work internship program, marketing and other related community development programs/efforts. Minimum requirements for this position include a Bachelors Degree in economic/community development, planning, marketing, economics, business administration, workforce development or other related field and a minimum of 3 years of experience in a related position demonstrating the candidates abilities in these areas. Demonstrated experience and success in workforce development in private sector or school systems, apprenticeship/internship development and knowledge of and experience with current N.H. initiatives for workforce development and work readiness services considered a plus - or other relevant experience demonstrating the knowledge and skills essential to this position. Interested and qualified candidates are encouraged to review the complete job description for this position at www.newportnh.gov. Salary range of \$60-\$65,000 DOQ plus benefits. Please submit resumes electronically to the Town Manager's Office, Town of Newport, 15 Sunapee Street, Newport, NH 03773 (jdufour@newportnh.gov) by the close of business on 6/8/18. Questions, please contact Joanne Dufour, M-F, 8:00 am to 5:00 pm at 603-863-1877. The Town of Newport is an Equal Opportunity Employer.

Job Description

Economic Development Coordinator

JOB TITLE: Economic Development Coordinator

DEPARTMENT: Administration

STATUS: Full-Time, Exempt, Temporary Position (3 Years)

LABOR GRADE: TBD

JOB SUMMARY:

Working closely with and receiving regular input from an Advisory Board and related community interests (Economic Corporation of Newport (ECON), Chamber of Commerce, etc.), will develop and promote the Town of Newport as a desirable business location. This position will also work to strengthen existing business interests and to attract new business prospects while simultaneously seeking to improve the Town's economic climate and vitality.

REPORTS TO:

The Coordinator works under the day-to-day general direction of the Town Manager.

MAJOR DUTIES:

Partner with local educational institutions and business to design, implement and coordinate a "School to Work" internship and experiential opportunities program, e.g. between the Newport High School and Sugar River Valley Regional Technical Center and area businesses. It is expected that this position will regularly expend up to 50% of available time working on and/or advancing the "Town's School to Work" intern program and related initiatives.

Shall serve as "staff" (P/T) for ECON.

Work to promote Newport's value as a business location, generate qualified prospects for suitable business opportunities within the community.

Through planning, research and marketing efforts, aggressively pursue new industry and businesses while assisting existing business interests with growth and expansion.

Prepare information packets, including economic, statistical, financial, population, work force, demographic and other relevant information for potential business prospects.

Assist potential new businesses with site analysis, demographics, tax information, fees, development costs and related information.

Design print and electronic marketing materials.

Represent the Town of Newport in local and regional economic development efforts, with retail businesses, for marketing, to the Chamber of Commerce and related associations, at meetings, conferences and trade shows.

Develop and maintain records and a database of business prospects, contacts and commercial information, e.g. demographics and an inventory of available property.

Presents oral and written reports to Town agencies, the Selectboard, School District, economic development interest groups, other interested parties and the public.

Research and prepare applications for grants and loans, coordinate loan and funding packages that may be available and beneficial to or supportive of the business community.

Shall serve as the liaison to private and public economic, community, state, federal or other businesses development organizations to effect communications, collaboration and cooperation.

Shall develop, present and administer annual operating budgets as approved.

Plan and implement economic development outreach programs and marketing strategies.

Performs other related duties as assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

Interpret, understand and apply relevant Town rules and regulations.

Demonstrated success in workforce development in private sector or school systems.

Knowledge of and experience with apprenticeship/internships development.

Knowledge of and experience with current N.H. initiatives for workforce development and work readiness services.

Basic knowledge and understanding of commercial, financial and business development concepts.

Demonstrated persuasive writing and public speaking skills (business plans, marketing materials, grant applications, advocacy materials, etc.).

Assemble data and prepare summaries, analysis, recommendations and reports.

Work under pressure and be able to meet deadlines.

Establish and maintain cooperative working relationships with employees, employers, officials, other agencies and the general public.

Operate a personal computer utilizing a variety of business software.

Must work independently and be able to plan, organize and successfully complete assignments with limited supervision.

Follow written and oral instructions.

Experience with property development and/or property management.

Must demonstrate critical thinking and problem solving skills.

Read and interpret economic, marketing, statistical and analytical documents, reports, research materials and information, blueprints and maps.

Able to effectively write and administer grants.

Able to understand and apply principles, procedures and strategies of economic and community development, planning and zoning, demographics, economic trends, forecasts, and impacts, and related practices.

MINIMUM QUALIFICATIONS:

Must possess a bachelor's degree from an accredited four-year institution with specialized study relating to the field of economic/community development, planning, marketing, economics, business administration, workforce development or other related field.

Should possess a minimum of three (3) years of experience in economic research or planning, economic development or planning or other relevant experience demonstrating the knowledge and skills essential to this position.

A valid motor vehicle driver's license.