

The Town of New Milford is hiring! The Town of New Milford is currently accepting applications for the executive level position of Economic Development Director. This position is responsible for developing, organizing and implementing economic development strategies for New Milford to promote growth and development of the Town's economic base, vigorously seeking out and bringing new business and creating jobs for the Town, while retaining and expanding existing businesses and jobs. As part of the strategy implementation, the Economic Development Director is responsible for the promotion of New Milford, CT to targeting industries and site selection consultants. This position reports directly to the Mayor, works directly with the Economic Development Corporation Board of Directors, and has considerable interfaces with Economic Development Committee, as well as other land use committees, commissions and developers. Qualified and interested candidates should send a completed a Town of New Milford application, resume and cover letter to: Greg Bollaro - Personnel Director, 10 Main Street, New Milford, CT. 06776 or gbollaro@newmilford.org. No faxed applications will be considered. EEOC.

Town of New Milford

JOB CLASSIFICATION DESCRIPTION

Job Title: Economic Development Director
Non Union - Exempt

Job Summary: As the Economic Development Director and President of the Economic Development Corporation, responsible for developing, organizing, and implementing economic development strategies for New Milford, CT (Town) to promote the growth and development of the Town's economic base, vigorously seeking out and bringing new businesses and creating jobs for the Town, while retaining and expanding existing businesses and jobs. As part of the strategy implementation, the Economic Development Director is responsible for the promotion of New Milford, CT to targeted industries and site selection consultants. This position reports to the Mayor, works with the Economic Development Corporation Board of Directors, and has considerable interfaces with the Economic Development Committee, as well as other land use committees, commissions, and developers.

Supervision Received: Works under the direct supervision of the Mayor.

Essential Job Functions:

- Develop and implement a comprehensive, Economic Development Strategic Plan, identifying high value industries that provide a good fit to Town's existing workforce and attract new families and job talents. The process for developing the plan will include, but not be limited to:
 - Conduct industry and target prospect analysis;
 - Segment desired and existing workforce attributes to develop and recommend tax incentives targeted at driving net job additions in Town, working with Town Council, Finance Director, Tax Collector and others as appropriate.
 - Plan and execute targeted sales/marketing trips;
 - Host companies/consultants/site selectors for familiarization tours and local events;

- Develop and maintain key industry relationships, and
 - Coordinate efforts amount various companies and organizations.
- Attract at least three new businesses to the Town, resulting net job creation of 75-100 new jobs within the first year, with continuing net jobs added of at least 100 per year. With an added goal of growing capital investment of \$20,000,000 every five years.
- Partner with WESTCOG and the State of CT Department of Commerce and other federal, state, and local organizations to promote economic development and position the Town as the preferred location for business and talent.
- Develop and maintain relationships with regional leaders at all levels, including counties, municipalities, colleges,/universities, real estate professionals, financial institutions, and other allied organizations.
- Work with the Chairman of the Economic Development Corporation (EDC) to identify funding sources for new business ventures,
- Propose and implement initiatives and programs identified in the Economic Development Strategic Plan, with an emphasis on business attraction and retention, Brownfield redevelopment, and entrepreneurial enhancement.
- Promote and solicit venture investments in Town.
- Facilitate quick evaluation and acceptability for new businesses bringing net job creation of 75 or more immediate jobs to Town. Including, but not limited to:
 - assisting potential new businesses in site analysis, including demographic, tax, utility, zoning and other related information,
 - maintaining current inventory of available sites, building space, lease/rental properties,
 - coordinating the scheduling of the Development Service Team and chair meetings with business owners, developers and their representatives.
- Present oral and written reports/presentations to Town officials, Committees, and Commissions, economic development interest groups and the general public in order to negotiate agreements, communicate needs of multiple parties, develop programmatic activities, explain projects and proposals and present reports and recommendations.
 - Present prospects and status reports to the Mayor and Town Council no less than once a month.
- Represent the Town at local, state, and/or national economic meetings and/or forums.

Knowledge, Skills and Ability:

- Demonstrated existing relationships with Site Selectors
- Understanding of key growth industries and companies; has contacts in key areas and is familiar with or has knowledge of which companies are expanding and potentially moving in the next five to ten years.
- Demonstrated experience in selling communities with a suburban setting as a destination for mid through large sized corporations.
- Proven ability to conduct research, data mining and associated analytical and problem solving skills.
- Demonstrated initiative and ability to work independently; with a superior sense of urgency.

- Demonstrated successful experience in strategic planning, goal and metrics establishment. Proven track record of timely and accurate execution. Proven ability to develop, plan and execute short term goals within the context of long term strategic plan.
- Demonstrated ability to identify needs, develop and initiate market research and community studies.
- Demonstrated ability to identify, analyze, develop and design tax incentives to maximize community investment while increasing tax revenues and the grand list.
- Proven reputation professionalism and interpersonal skills necessary to navigate corporate enterprise and mid-tier level companies, particularly with C suite executives.
- Communication
- Proven track record of networking and collaborating with C suite executives, Business Development and Economic Development Directors nationally, as well as State and Federal OPM personnel.
- Demonstrated proficiency in GIS technology to identify ideal site locations for prospective new businesses or expanding existing businesses.

Education, Training and Experience:

- A Bachelor's Degree in Business/Public Administration, Economics, Marketing, Finance, Urban Planning, Commercial Real Estate, or a closely related field from an accredited college or university required. Master's Degree preferred. A CECD certification from the IEDC preferred. AICP certification preferred.
- Minimum ten years of business development experience, including five years in a highly successful economic development role. Must have direct to decision-maker outreach experience that includes custom value proposition development and delivery with a proven ability to close deals.
- Proven strong networking and consultancy skills.
- Proven experience in negotiation and deal closing.
- Demonstrated understanding of the political process and the dynamics of working with diverse business, community, and political leadership.
- Proven research and analytical skills.
- Demonstrated effectiveness as an inspirational community representative with strong written and verbal communication skills.
- Demonstrated experience in simplifying complex initiatives and integrating diverse perspectives into an operational plan, and effectively aligning team members toward a common goal.
- Must be willing to submit to a background check including fingerprinting and credit check.
- Must be able to be bonded.

(This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.)

The Town of New Milford is an Equal Opportunity Employer.

Approved by Town Council 6/25/18