



<b>Job Title</b>	Economic Development Manager
<b>Department</b>	Office of the Town Manager
<b>Employment Status</b>	Full-Time
<b>Exempt/Non-Exempt</b>	Exempt

### Scope of Work

Under the general direction of the Deputy Town Manager, provide professional, technical and administrative work in support of economic development efforts and communications strategies for the Town of Needham. This work includes serving as the Town’s liaison to the business community and identifying and implementing strategies to attract, recruit, and retain commercial and industrial entities in Needham and related activities, including arts and cultural initiatives.

### Supervision

<b>Received</b>	Deputy Town Manager
<b>Exercised</b>	None

### Essential Job Functions

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.*

#### Economic Development Functions:

- Serve as the Town’s liaison to the business community (both small businesses and larger employers), cultivate relationships with business owners and commercial property owners to understand their needs, opportunities, challenges.
- Regularly interact with Needham’s business community to build relationships and an understanding of employers and property owners by attending events and visiting businesses.
- Develop and implement short-and long-term economic development strategies, public/private partnerships for development, and business assistance programs for existing and prospective businesses.
- Recommend adjustments in programs, activities, policies and procedures to further economic development goals.
- Work with Town departments and the Deputy Town Manager to streamline and increase the accessibility and transparency of permit and licensing processes.

Develop and implement marketing strategies for business attraction, expansion, and retention and the Town’s economic development strategies

- Establish and update a community profile and real estate inventory.
- Research and develop economic trends, identify businesses and industries to target, and implement creative methods to recruit new businesses to reduce vacancy rates and promote growth in Town.
- Identify economic development issues, problems, and alternatives.
- Represent the Town in informal meetings with the general public, planning agencies, developers and business owners; and serve as a resource to businesses and the general public regarding permitting and zoning processes.
- Serve as staff support for Council of Economic Advisors, maintain minutes and records of Council of Economic Advisors meetings. Schedule meetings, prepare agendas, and develop summaries of proposals being considered by the Council of Economic Advisors.
- Serve as staff support for the Needham Council for Arts and Culture and the Needham Community Revitalization Trust Fund.
- Work with NCAC, NCRTF and local arts and cultural organizations to help implement goals outlined in the Town's Arts & Culture Action Plan
- Support Town-run community events as needed; identify opportunities to engage local businesses in community events
- Research the availability of, and apply for, and administer grants to achieve goals and objectives according to the Town's and funding authority's guidelines and regulations.
- Establish and maintain partnerships with local, state, and federal agencies and groups that can help facilitate and implement economic development programs and activities; and coordinate efforts with businesses and community organizations, and educational and research institutions.
- Perform general office duties; draft reports, correspondence, presentations and other written material; give presentations; perform other related duties as required or directed

Communications Functions:

- Provide backup to the Director of Communications and Community Engagement by fielding inquiries from local media and creating content for the Town's communications channels including press releases, websites, social media, e-newsletters, and more.
- Performs other duties related to the Town's communications and community engagement efforts, as assigned.

**Other Job Functions**

- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Performs related duties as assigned.
- Follow safe work practices.

**Requirements of Work**

- General knowledge equivalent to a bachelor's degree in business administration, public relations, planning, or a related field;
- Four to six years of experience in economic development or a related field;
- Or any equivalent combination of education, training and experience which provides the knowledge, ability and skills below to perform the essential job functions.
- Valid Massachusetts Driver's license.

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Economic development and business retention/expansion principles, practices and techniques. Knowledge of grants and incentives available from government agencies that support the business community and economic growth.</li> <li>• Business and industry attraction and retention strategies</li> <li>• Federal, state, and local programs and resources for economic development and business assistance.</li> <li>• Business, finance, real estate, and market dynamics.</li> <li>• Microsoft Office suite including Excel, PowerPoint, Word</li> <li>• Canva and other visual communications tools.</li> <li>• Financial management and other work platforms.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Communicate effectively verbally and in writing.</li> <li>• Work with members of the public in a courteous and tactful manner.</li> <li>• Independently establish personal standards of work performance within broad framework of policy and objectives as set forth by direct supervisor.</li> <li>• Establish and maintain effective working relationships with supervisors, coworkers, members of various agencies, board members, the business community, and the general public.</li> <li>• Multi-task, prioritize work and meet deadlines; handle frequent interruptions to assist colleagues and members of the public.</li> <li>• Work individually and as a team contributor, developing and identifying new ways of completing work.</li> <li>• Multi-task, prioritize and manage time efficiently to meet Federal, State, Local mandated regulatory deadlines.</li> <li>• Present data to Board members and the general public</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal, verbal and written communication skills, including public presentations</li> <li>• Public relations, marketing and promotions.</li> <li>• Organization and attention to detail.</li> <li>• Time management.</li> <li>• Troubleshooting and problem solving.</li> </ul>

<b>Necessary Special Requirements</b>
<ul style="list-style-type: none"> <li>• None</li> </ul>

<b>Physical Demands</b>
<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> <li>• Work is performed mostly in an office setting.</li> <li>• May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity. Specific vision abilities required by this job include close vision and the ability to adjust focus.</li> </ul>

- Regular lifting and carrying of files, documents, records, etc., weighing up to 20 pounds.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects or controls and reach with hands and arms.
- Travel within Town for meetings or visiting businesses.
- Occasional travel outside of Town for meetings.
- Not subject to extremes in temperature, noise, odors, etc.

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employee*