



## October 6, 2022 **Job Posting**

Grade J	Economic Development Director	Job Description	
Direct Report	Town Manager	Salary	Expected Hiring Range <b>\$81,724.50 – \$93,892.50 annually</b>
Department	Public Services	FLSA	Exempt
Division	Community Development/Planning	Bargaining Unit	Non - Union
Hours/Benefits	37.5 Hours Per Week/Benefits Eligible	Location	Town Hall

### Summary

Professional, technical work advancing the Town of Reading's economic development activities, strategies and goals, increasing the commercial and industrial tax base, and working with multiple stakeholders to strategically position the Town to compete regionally for economic development. Actively seeks, applies for, executes and manages local, regional, state and federal grants and funding opportunities that advance the economic development goals for the Town of Reading.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Plays a leadership role in promoting Town of Reading Economic Development as identified in priority development areas, in coordination with the Town Manager, Assistant Town Manager and Select Board.
2. Leads the implementation of economic development priorities as identified in Town plans, policies and as assigned. Converts and executes ideas into action plans to affect economic development outcomes.
3. Leads internal and external meetings, many of which may be before or after normal business hours.
4. Promotes, implements, and collaborates with local partners on special community events.
5. Serves as primary contact for business development inquiries, and recommendations related to strategic economic development.
6. Cultivates and maintains strong, professional working relationships with a range of community stakeholders to support economic development.
7. Reviews Town of Reading policies and bylaws, and recommends needed adjustments and changes to support economic development goals.
8. Leads implementation of economic development goals in collaboration with community partners, stakeholders and Town staff to develop and promote goals and objectives contained within the Town's Economic Development Action Plan.
9. Develops, promotes and utilizes resources such as special events, social media, web based applications and other tools to enhance development and utilization of existing business opportunities and community programs.
10. Updates and publishes relevant information utilizing web based applications and other tools as needed to promote goals and objectives of ongoing projects including available locations for sale or lease.
11. Engages stakeholders and pursues grant funding opportunities.
12. Maintains town-wide database of economic development information including current businesses, business leads and key contacts.
13. Maintains a business development tracking system on leads, inquiries, requests and projects.
14. Actively seeks, applies for, executes, and manages local, regional, state and federal grants and funding opportunities that advance the economic development goals for the Town of Reading.

15. Researches and develops brand marketing tools specific to the Town of Reading.

**Supervisory Responsibility**

1. This position may have limited supervisory responsibility over staff.

**Work Hours**

This is a full-time position, with a four-day work week consisting of 37.5 hours per week. Hours include 7:30 AM to 5:30PM Monday, Wednesday, and Thursday and until 7:00 p.m. on Tuesday; closed on Friday. Will be occasionally required to attend evening meetings.

**Minimum Qualifications**

1. Graduation from an accredited four-year college or university with a Bachelor’s Degree in business administration, political relations, urban planning and development or closely related field, and
2. Three (3) years of progressively responsible experience in municipal economic development, planning, real estate development or;
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
4. Valid Driver’s License and registered motor vehicle available for regular use.

Applicant should be able to meet the requirements of the position as outlined in the attached position description for **Economic Development Director**. Applicant should state education, training, and experience which they feel has provided them with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at [www.readingma.gov](http://www.readingma.gov) until filled.

A full job description is available upon request  
Sean D. Donahue  
Human Resources Director  
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