



Notice of Employment Opportunity

Job Title: Economic Development Director

Department: Economic Development

Reports To: Town Manager

Job Type: Full time

Salary: \$58,000 - \$70,000

Position Overview:

The Economic Development Director leads efforts to strengthen the local economy by promoting business development, attracting investment, supporting workforce initiatives, and enhancing community vitality. This position serves as a strategic advisor to municipal leadership and works closely with business owners, developers, community organizations, and government agencies to advance the Town's economic goals.

Key Responsibilities:

Economic Development & Strategic Planning

- Develop and implement short- and long-term economic development plans.
- Identify opportunities for business growth, expansion, and redevelopment.
- Analyze economic trends and recommend strategies to improve the local business climate.
- Support municipal initiatives related to housing, workforce development, tourism, and infrastructure.

Business Retention & Attraction

- Build and maintain relationships with local businesses and industry leaders.
- Assist prospective businesses and developers through site selection, permitting, and municipal processes.
- Coordinate business outreach efforts and respond to economic development inquiries.
- Promote available commercial and industrial properties.

Grant & Project Management

- Research, prepare, and administer grant applications.
- Manage economic development projects from planning through implementation.
- Coordinate with state, federal, and regional agencies to secure funding and technical assistance.
- Track project outcomes and prepare progress reports.

Community Engagement & Marketing

- Represent the Town at business, community, and regional meetings.
- Develop promotional materials highlighting community assets and opportunities.
- Collaborate with local organizations, chambers of commerce, and educational institutions.
- Organize and support events that encourage economic activity and community investment.

Administrative Responsibilities

- Prepare reports, presentations, and recommendations for the Town Manager and governing boards.
- Assist with budget development and management for economic development activities.
- Maintain records and performance metrics related to economic development initiatives.
- Additional duties as required.

Qualifications:

Required

- Bachelor's degree in Economic Development, Business Administration, Public Administration, Planning, Marketing, a related field, or equivalent experience.
- Three years of progressively responsible experience in economic development, community development, planning, business, or related work.
- Valid driver's license.
- Ability to work nights and weekends.

Preferred

- Experience working in municipal government.
- Experience with grant writing and administration.
- Knowledge of Maine economic development programs and resources.

Desired Skills:

- Strong leadership and relationship-building abilities.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects and priorities.
- Knowledge of business recruitment, retention, and expansion strategies.
- Ability to interpret economic, demographic, and market data.
- Proficiency with Microsoft Office and related software.

The Economic Development Director plays a vital role in fostering a vibrant, sustainable, and prosperous community by supporting existing businesses, encouraging new investment, and advancing the Town's economic development goals.

The Town of Rumford is an Equal Opportunity Employer pursuant to a policy of non-discrimination in personnel practices, including: recruiting, hiring, opportunities for transfer and promotion, conditions or privileges of employment, as well as compensation and benefits. Such practices or procedures shall not favor or penalize any person because of race, creed, color, sex, marital status, national origin, age, or disability, where these are not found to be bona fide occupational qualifications. The Town recognizes its responsibility to enhance the purposes set forth in the Maine Human Rights Act as well as Federal statutes which may apply as a result of its Federal grant activities.

How to Apply

Email Mariya Gorham, Executive Secretary, at mgorham@rumfordme.org or stop by the Town Manager's Office for an application, or send by postal mail to Town of Rumford, Attn: Mariya Gorham, Executive Secretary, 145 Congress Street, Rumford, ME 04276.