



DIRECTOR OF ECONOMIC DEVELOPMENT

Exciting Opportunity to direct economic growth and promote tourism in the birthplace of Presidents. Westmoreland County, Virginia is located on the Northern Neck of Virginia, nestled between the Potomac and Rappahannock Rivers and the home to much American history. Three of the first five United States Presidents were born in Westmoreland County, and Stratford Hall is the historic home of the Lee family. www.westmoreland-county.org

It's a great time to join our leadership team as we envision a bright future for residents, businesses, and visitors.

We are seeking a **Director of Economic Development** to help us develop our strategic plans and drive our business-related initiatives. In this role, you will have the chance to shape the future of the County, strengthening the business community, fostering community partnerships, and promoting tourism. If you're ready to make a significant impact to our future, we invite you to apply for this dynamic new position.

The Director of Economic Development responsibilities include:

- Develop economic development strategies, plans and programs to support growth of the local economy
- Implement marketing program for business investment and coordinates ongoing prospect development programs.
- Initiate efforts to expand the County's supply of commercial and industrial sites and buildings.
- Develop and present tailored prospect packages.
- Assist developers with the project review and approval process, and coordinate development activities with other County departments; including economic incentives, and other tools as needed.
- Oversee existing business visitation and retention program.
- Monitor business vacancy rates by type of business to determine any strategies to meet or exceed targeted ratios.

- Collaborate with Town of Colonial Beach and Town of Montross to promote development and market tourism in the County
- Serve as a liaison to County school system and regional technical center to match business needs and educational offerings.
- Maintain accurate and current demographic and business information.
- Develop supportive partnerships and establish communication between the County government, state and other local economic development agencies, educational institutions, existing industry and other appropriate professional and trade associations.
- Direct financial operations of the department, including development and monitoring of budget.
- Advise the County Administrator on the economic status of the County in regard to anticipated changes and projections relative to future growth.
- Prepare reports, drafts policies/procedures, and makes presentations as needed.

Westmoreland County offers a competitive salary and benefits package, which includes health, dental and life insurance, retirement and savings plans, holidays and Paid Time Off.

Minimum Requirements:

A combination of education and experience to include a bachelor's degree in public administration, management, business administration, marketing, economics, engineering, planning, tourism or a similar program and 6 years of relevant experience, preferably in local or state government.

The preferred candidate will have diverse experience and knowledge of economic development focused on capital investment, workforce development/job creation, incentives, entrepreneurial and business startups, business accelerators, public-private partnerships, business administration and economics. Proven track record of overseeing the negotiating of development deals and attracting and retaining businesses for an entity. Experience working with Boards and partners to accomplish economic development goals and objectives. The ideal candidate will utilize considerable initiative and independent judgment in developing marketing strategies and associated materials and exercise professionalism, courtesy and tact in frequent contact with business representatives, government liaisons and the general public. Position reports to the County Administrator.

This position will be opened until filled with applicants being reviewed on an ongoing basis.

To apply, please send a cover letter and resume to jimtaylor@westmoreland-county.org.

County Administrator
Westmoreland County
PO Box 1000
Montross, VA 22520

Equal Opportunity Employer