

Economic Development Director

NATURE OF WORK

The Economic Development Director will be an individual or firm that will report to the Town Manager and collaborate with the Code Enforcement, Tax Assessor and the Lincoln Town Council to encourage and promote Economic Development in Lincoln.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Provide assistance to businesses looking to remain, expand, and/or locate in the town of Lincoln.
 - i. Maintain current knowledge, inventory and contacts regarding available space for business location in the town of Lincoln.
 - ii. Travel both in state and out of state will be essential to prospect, solicit and meet with business owners who are interested in locating to the Town of Lincoln.
 - iii. Provide monthly updates to the Lincoln Town Council on local economic development activities in Lincoln.
 - iv. Act as the T.I.F. Administrator for the town of Lincoln. This includes developing and overseeing the T.I.F. budget.
 - v. Return phone and email inquiries within 24 hours to maintain high level of customer service and provide ongoing communication with qualified leads.
 - vi. Stay up to date on and guide prospects through the Revolving Loan Fund (RLF) process, Tax Increment Financing (TIF)/Credit Enhancement Agreement (CEA) programs, and other governmental business incentive programs.
 - vii. Act as liaison between business prospects and the Town. Screen, and prepare prospects for formal requests to the Town's Revolving Loan Fund and TIF programs, and share information and other economic development resources.
 - viii. Work with the Town Manager and Treasurer to ensure best practices with the Revolving Loan program, protecting the Town's interests in preserving its assets. Work will include filing of Uniform Commercial Code (UCC) and other liens and ensuring contract conditions are met and adhered to.
 - ix. Respond to concerns of existing and potential businesses regarding Town policies that may hinder economic growth and report to the Town Manager and then, as necessary, to the appropriate policy making body. Explore potential policy positions that could encourage economic growth.

- b. Manage the Town of Lincoln's Marketing Efforts

- i. Work with the Economic Development Committee, Town Council and Town Manager to determine best strategy for marketing, possibly to include print, radio, television/video, and social media marketing campaigns.
 - ii. Prepare contracts and purchase orders for Town Manager and Council review on behalf of the Town to execute marketing strategy. Collaborate with local real estate agents to promote the town of Lincoln as a whole at trade shows and through media marketing.
 - c. Actively seek to recruit business prospects to the town of Lincoln. Business recruitment will occur both in and out of state. Businesses included but not limited to: Light Manufacturing, Restaurant, Lodging, Retail and Service Related Businesses. Success will be measured by the number of Living Wage jobs created plus the dollar amount added to the municipal tax base.
 - d. Serve as staff and will provide guidance to the Town Manager and the Lincoln Town Council on economic development and grant opportunities to further support economic development strategies outlined in the Comprehensive Plan or as approved by the Lincoln Town Council.
 - e. Serve as an ambassador for the municipality in the business community and public in general.
 - i. As requested, maintain relationships with key economic development organizations, including but not limited to EMDC, EDAT, MDF, Maine Association of Realtors, the Lincoln Lakes Region Chamber of Commerce, regional municipal economic development offices, other local municipalities, and DECD. The Town shall provide funding for travel, registration, and other reasonable costs as agreed to in advance by the parties if the Town requests attendance at such events.
 - ii. Support productive collaboration between the Town, area businesses, and area non-profit and community service organizations as requested.
 - iii. As necessary, prepare press releases to announce important business initiatives and developments in the town of Lincoln.
 - f. Assist in grant writing and research on relevant community and economic development projects.
 - g. Other such projects and activities that could reasonably be considered the role of an economic development coordinator, as mutually agreed upon by the parties.
2. Property. All work, records, documents, and other such efforts produced by employee as part of this Agreement shall be and remain the property of the Town of Lincoln.

3. No Assignment. This Agreement shall not be assigned or transferred to any other party, without the express prior written consent of the Town of Lincoln.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Preferred graduate of an accredited four-year college or university with a degree in business, business management, marketing, or a closely related field, and five- (5) years of experience in business development or a combination of education and experience.
- (B) A firm that has demonstrated results in Economic Development. Please include a roster of personnel and their resumes who will be dedicated to this position.
- (C) Include a list of successful projects that provide an overview of your abilities.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern policies and practices of economic development; working knowledge of business finance, human resources, all aspects of marketing and community development;
- (B) Skill in preparing and administering a budget for the department; skill in planning, directing and administering economic development; skill in grant writing and grant administration and skill in operating the listed tools and equipment;
- (C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships within the business community, Town officials and the public; ability to efficiently and effectively administer grants and other tools of economic development.

SPECIAL REQUIREMENTS

Must possess a valid State driver's license or have the ability to obtain one prior to employment. Must have reliable transportation. Must be bondable. Must be able to handle confidential information.

TOOLS AND EQUIPMENT USED

Requires frequent use of a personal computer, including word processing and spreadsheet programs; calculator, telephone, operate a motor vehicle both in and out of state, copy machine and fax machine.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to hold, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.