

## **Economic and Community Development Director Town of Lincoln – Job Description**

This position requires a person who will take great involvement and pride in both economic development and community development.

For purposes of this position community development will mean working to improve the overall attractiveness of Lincoln to be a place that people will wish to move to, join in and remain a part of. To this end the efforts will include planning, helping find funding, encouraging, grant writing and supporting both community improvements such as infrastructure and primary community appearance; effectively “curb appeal”.

Also the community part of this effort involves taking a substantial part in organizing, funding and conducting community public events. This portion of the position will be carried out in concert with a number of other community organizations; some of which are actually town government and others of which are private community organizations and efforts.

At the same time this position clearly involves the older idea of industrial development; to mean business attraction and development of many types. The underlying purpose of these efforts are to attract people to Lincoln to work and live as well as to develop more tax contributing business to the town.

While the entire staff of the Town of Lincoln and the Town Council and other community members will urge on and support the economic development efforts the Economic Development Director will be the Town’s leader in promoting and attracting new businesses and supporting existing business for the Lincoln community. To this end the job involves targeted travel, active business recruitment and negotiations.

The Community and Economic Development Director will work as part of the Town staff under the direct supervision on of the Town Manager.

Qualifications for this professional position include education, work experience and history and a willingness to learn more about Lincoln and its value to Maine and the citizens of Lincoln. The professional who is in this position must be ready to prepare and make public presentations as well as appear properly to represent the Town in various setting and at various events.