

**DOWNTOWN ECONOMIC DEVELOPMENT SPECIALIST**

**OUTDOOR RECREATIONAL ECONOMY**

*Newport City Downtown Development, located in the beautiful city of Newport, Vermont has an exciting opportunity available for a dynamic, creative and motivated individual.*

**MISSION**

The Newport City Renaissance Corporation d/b/a Newport City Downtown Development (NCDD) is a 501(c)6 non-profit community organization working to revitalize, preserve and promote historic downtown Newport as a strong and resilient economic hub, a livable and walkable community, and a vibrant social, recreational and cultural center for residents and visitors to enjoy. NCDD has embraced a strategic focus to develop and promote a four-season outdoor recreational economy in Newport.

**POSITION DESCRIPTION**

The Economic Development Specialist

* works with local, regional, state, and federal entities to identify, develop and promote the City of Newport’s outdoor recreational assets to support downtown business growth through business retention, expansion and recruitment;
* reports directly to the Downtown Development Board of Directors and will work closely with the Board, volunteer committees and independent contractors, to ensure that all activities support the mission and strategic focus of the downtown organization;
* works with the Board of Directors to make sure that the organization remains fiscally sound and maintains the highest ethical standards of community engagement with business owners, property owners, non-profits, Newport City residents and municipal leaders;

**QUALIFICATIONS & EXPERIENCE**

The organization is seeking a candidate dedicated to improving downtown Newport, is forward thinking, self-motivated and energetic. The ideal candidate has a passion for the outdoor recreational economy and a strong desire to make Downtown Newport a vibrant place to own a business, work, live and play. Qualifications being emphasized include:

* Experience with outdoor recreational businesses and/or organizations;
* Experience with business development and community planning;
* Experience with managing volunteers;
* Excellent written and oral communication and public relations skills;
* Experience with traditional and non-traditional marketing and promotions strategies;
* Experience with website development and content management;
* Grant-writing ability/experience;
* Experience interacting with government entities or other political entities;
* Excellent interpersonal communication skills;
* Highly developed organizational and time management skills;
* Creative problem-solving skills;
* Able to work independently; self-directed; confident;
* A valid driver’s license for regional and state travel required;
* Appropriate documents to travel to Canada as required;
* French-language skills a plus;

*Note: Although these qualifications are part of the selection process they are not all prerequisites to be hired for the position. Some experience may be developed through on-the-job training while performing the duties of this position. Candidates will be evaluated on the value they bring in enabling the NCDD to fulfil the organization’s mission.*

 **SALARY:**

Commensurate with qualifications and experience with a salary range $35,000 - $45,000;

**LOCATION AND WORK SCHEDULE***:*The position is located in Downtown Newport where the organization has its office. Work hours will generally be scheduled during weekday business hours with need for occasional evening meetings. Work schedule will be formed by agreement between the employee and the Board of Directors.

**APPLICATION:** Please send cover letter, current resume and contact information for three professional references in either electronic or hard-copy format to:

Mike Welch, Project Manager, NCIC

mwelch@ncic.org

Tel: 802-748-5101, ext. 2025

51 Depot Square, Suite #2

St. Johnsbury, VT 05819

**EMAIL**: **MAIL**:

Applications must be received by 5:00PM on Thursday, October 3, 2019

**TIMELINE: (subject to change)**

APPLICATIONS RECEIVED BY 5:00 PM, Thursday October 3, 2019: Select candidates will be contacted for a preliminary telephone interview the week of October 7, 2019. Finalists will be invited for an in-person interview week of October 7 and/or October 14, 2019. Decision and job offer (all candidates will be notified when the position is filled). November 1, 2019 - Position start-date (negotiable)

Initial communication will take place by email so please include an email address in your materials.

 **PROFESSIONAL RESPONSIBILITIES**

The organization’s strategic focus on developing a four-season recreational economy in Newport will inform the Downtown Economic Development Specialist’s work and responsibilities which are divided into four general areas:

*Management and Administration*

* Develop, implement and manage the annual work plan as approved by the Board, including areas of business development, marketing, and design;
* Supervise and support the work plan projects of downtown volunteer committees;
* Grant acquisition and management; collecting, tracking and remitting receipts; and working with the Board on developing and implementing the annual budget;

*Leadership, Public Relations and Advocacy*

* Foster collaboration among various organizations within the city, region, and the state of Vermont;
* Act as public relations representative for Downtown Newport in the media and in a variety of public contexts;
* Participate in local or statewide advocacy efforts relevant to Newport. Attend public meetings and forums as needed;

*Short and Long-Term Strategic Planning*

* Participate in long-range planning efforts to shape downtown’s economic growth, particularly around the outdoor recreational economy;
* Ability to evaluate, use and present economic data including for the annual reinvestment statistics report;
* Develop and implement strategies for fundraising and cultivating sponsors to support the activities of the downtown organization;
* Provide the Board of Directors with regular accountability reports that track achievements, address obstacles, and, as necessary, propose mid-course corrections; responsible for a comprehensive annual report.

*Marketing & Promotions*

* Responsible for managing a consistent brand and vision for downtown;
* Work with downtown stakeholders to create new promotional initiatives;
* Work with contracted web manager to develop the DiscoverNewportVT.com website.

The Newport City Renaissance Corporation d/b/a Newport City Downtown Development is an Equal Opportunity Employer.