

## **Executive Director - Barre Area Development**

Barre Area Development, Inc. (BADC) is a nonprofit organization and the principal economic development organization for the City and Town of Barre. BADC is focused on the promotion and support of the economic development, attractiveness, and vitality of the Greater Barre Area through private sector and municipal investment in the retail, commercial and industrial sectors in our communities.

### **Position Overview:**

The Executive Director (ED) reports to the Board of Directors and its President. The ED oversees, manages, and implements the strategic plan, business development, economic strategy, general operations, marketing and administration of BADC.

### **Principal Duties and Responsibilities:**

- Identify and implement programs to attract new business investment, employment, housing and tourism for the City and Town with a primary focus on assisting with housing growth and new business development.
- Develop action plans for short-and long-range economic development. Implement the goals and initiatives of BADC as directed and give priority to those goals and initiatives as set forth by BADC's Board of Directors.
- Prepare reports and recommendations; coordinate activities with municipal partners and agencies as needed to implement development plans; provide technical and professional advice to the business community; assist municipalities in grant applications, administer and implement economic development grants, revolving loan funds, or other funding mechanisms that may be obtained or established.
- Serve as point of contact with business prospects. Respond to prospective developers and individuals inquiring about local economic development activities and opportunities.
- Develop and maintain a comprehensive and interactive inventory of available buildings and sites in the Barre Area for economic development purposes; maintain information on utilities, taxes, zoning, transportation, community services, financing tools; build and maintain an interactive log of businesses recruitment.
- Make regular monthly/quarterly reports/presentations to Executive committee, BADC Board of Directors, Town Select Board, City Council, and on an as needed basis to businesses, civic groups, and the public. Provide information on economic development issues, programs, services, and plans.
- Work with and act as economic development liaison between the local governments

and among various economic development organizations.

- Act as liaison assisting existing and potential new businesses expansion, relocation, and financing plans.
- Oversee the preparation of economic advertising, marketing information, press releases, website, social media, and the management of content for the same.
- Prepare and present annual BADC budgets.

## **QUALIFICATIONS:**

- Strong communicator who expresses themselves well and builds positive working relationships with other staff members, partners, consultants, funders, and community members.
- Solid background in leadership, management, budget oversight, and supervisory experience.
- Experience with fundraising and grant writing.
- Must have demonstrated experience completing time-sensitive and/or high-profile projects with collaboration, consensus, and creativity.
- Goal-oriented thinker who can set clear priorities among multiple tasks and stay focused on project benchmarks and deadlines.
- Comprehensive knowledge of economic and community development issues, principles, and techniques, including state and federal policies and programs, capital improvements programming, applicable regulations, and regulatory devices, associated data sources, and information systems.
- This position requires visibility in the communities and a commitment to accuracy and integrity. Must demonstrate independent and teamwork skills and willingness for limited travel and flexibility in work hours.
- Must understand the sensitive nature of the work and adhere to confidentiality protocols.

## **EDUCATION and/or EXPERIENCE:**

- Bachelor's Degree in a related economic development or business field and five years substantial experience in economic development planning and community development, business or related fields; OR equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Experience managing projects and people in a nonprofit, public agency, and/or the private sector.
- Direct experience developing close working relationships with governmental agencies or departments at the local, state, and federal levels, and constituents/stakeholders.

## **SALARY AND BENEFITS**

\$80K to \$90K commensurate with experience.

Benefits include health/dental/vision insurance, retirement plan option, paid time off, parental leave, transportation, and cell phone subsidy.

Please include a cover letter, resume, and writing sample and send to the attention of:  
[info@badc.com](mailto:info@badc.com)

Office schedule is in-person, on site Monday through Friday, with evening meetings, as needed.