



Business Development and Retention Manager

Town of Leesburg

Regular Full-Time

Economic Development Department

\$54,244-\$91,048 DOQ

Closing Date: April 30, 2018

This professional position works within the Economic Development Department of the Town Manager's Office to assist in the development and implementation of a Town-wide business retention/expansion program and tourism initiative. Under the direction of the Economic Development Director, this position will assist with implementation of the Town's comprehensive economic development programs as determined by the Leesburg Town Council.

Required: Bachelor's Degree; minimum three (3) years of work experience in business development, marketing, public relations, or equivalent combination of education and experience; knowledge of Microsoft Office Suite, including Publisher, Access, Excel and Photoshop; possess a valid driver's license and a safe driving record.

Preferred: Demonstrated success with coordinating and organizing business events or other special projects; experience or training in business retention and expansion or community revitalization; bilingual in English/Spanish.

TO APPLY: Please visit www.leesburgva.gov/jobs for more information and to apply online. Resumes may be submitted as supplemental only. EOE/ADA.