



Middlesex County Economic Development Authority (EDA)

Job Opportunity - Full Time Executive Director of Economic Development and Tourism

Under limited supervision, performs complex and professional work in planning, directing and coordinating economic development programs, including all aspects of local tourism promotion. Develops, plans, organizes and implements marketing strategies to encourage business and industries to locate in Middlesex County.

Work includes encouraging the expansion of existing businesses and the establishment of new companies and developing new sources of revenue in support of EDA programs. Employee is responsible for promoting attributes of the area, preparing reports and presentations concerning economic development activities, and maintaining a database of EDA resources. Work includes supervising staff and volunteers, providing information to visitors, helping develop tours, responding to information requests, maintaining close relationships with tourism-related businesses, and coordinating marketing efforts while working within the confines of the budget. Serves as staff to the Economic Development Authority dealing with Authority members, meetings and agendas, financing, and marketing of developments. Employee must exercise considerable initiative and independent judgment in developing marketing strategies and associated materials. Employee must also exercise considerable tact and courtesy in frequent contact with industry and business representatives, state agencies and the general public.

Salary commensurate with experience and qualifications.

Candidates should submit a letter of interest and resume to the EDA by email: m.brown@co.middlesex.va.us or mail to: PO Box 428, Saluda, VA 23149.