

# EXECUTIVE DIRECTOR



# Economic Development Authority

Winchester  
Virginia

## The Ideal Teammate

The City of Winchester is seeking a visionary leader with proven experience in building long-lasting partnerships and producing innovative ideas that yield impactful results for the overall community. This is a senior-level position that requires someone who isn't afraid to be bold when crafting successful solutions while being innovative, creative, and cooperative.

## The Organization

The City organization, which employs over 600 dedicated staff members with a wealth of knowledge and skills, is a great place to work. Our City Manager leads by example and with integrity while maintaining a transparent and collaborative work environment. Everyone is not only empowered but obligated to help move the community forward.



## The Community

Winchester is an independent city in northwest Virginia located just 72 miles from Washington D.C. Due to its strategic location, size, and hometown feel, Winchester is a scenic escape for people in nearby larger cities and is the regional retail hub for shopping and dining as Winchester's daytime population swells to over 75,000. An award-winning comprehensive plan is in place to guide development of Winchester's 9.23 square miles. Here are a few reasons many people and businesses call Winchester city home:

- Voted one of the friendliest towns in the mid- Atlantic & Southeast region by Blue Ridge Country Magazine and best places to retire by AARP, Kiplinger's and Where to Retire magazine
- Home of Shenandoah University and just a few miles from Lord Fairfax Community College
- Beautiful pedestrian mall with over 50 shops, 30 restaurants and plenty of events for all ages
- Low-crime rates, great schools and beautiful family-friendly community
- Home of the annual Shenandoah Apple Blossom Festival
- Approximately 170 acres of public park land

## Qualifications

Candidates for the role of Economic Development Authority Executive Director must possess a Bachelor's degree in Urban or Regional Planning, Public Administration, Business, Municipal Planning and Administration or related field. A Master's degree is preferred. Candidates should also have at least eight to ten years in urban development, municipal planning, code administration, or broad and extensive experience in economic development. Three to five years of supervisory experience preferred.

## Primary Duties:

- Acts as the City's primary marketer and business location and expansion advocate;
- Initiates, develops, and maintains an economic development strategy which details appropriate programs to encourage new business and industry to locate in the community and existing businesses to remain and expand;
- Conducts economic impact analysis of major projects and advanced analytical studies as required;
- Research competitive advantages of Winchester for specific types of industry; works with other agencies, organizations, public and private, and businesses in researching and identifying information needs;
- Attends all EDA meetings, coordinates work, gives period reports, and performs other duties as approved and assigned by the EDA, preforms related tasks as assigned;
- Develops good relations between the EDA and the business community, other business and economic agencies, and the media and general public;
- Communicates and works proactively with developers, community organizations, neighborhood associations and agency officials on current or proposed development including private development or City funds;
- Under the direction of the EDA, interprets and promulgates policies of the EDA and City Council in the operation of assigned responsibilities.

## Salary

The hiring range is commensurate with experience.

## How to Apply

[www.winchesterva.gov](http://www.winchesterva.gov)

Submit an application, resume and cover letter online (click the "Jobs" button at the top).

### More Information Online:

- ⇒ [www.winchesterva.gov](http://www.winchesterva.gov) – Strategic Plan
- ⇒ [www.developwinchesterva.com](http://www.developwinchesterva.com) – Economic Development Information & Master Plan
- ⇒ [www.oldtownwinchesterva.com](http://www.oldtownwinchesterva.com) – Old Town Information
- ⇒ [www.wps.k12.va.us](http://www.wps.k12.va.us) – City Public Schools
- ⇒ [www.visitwinchesterva.com](http://www.visitwinchesterva.com) – Tourism