

## ECONOMIC DEVELOPMENT

### BUSINESS DEVELOPMENT COORDINATOR

The Town of Ashland, Virginia (pop. 7,500), is seeking a responsible professional to coordinate activities related to business development, expansion, recruitment, and retention. The successful applicant will establish and maintain effective and cooperative relationships with the existing business community and the general public. Work involves the production of confidential, comprehensive and customized proposals using a variety of media. Comfort with financial analysis and understanding of spreadsheets is required; expertise preferred. The individual maintains a comprehensive research library on competitive business assistance programs, economic trends, demographics, labor, etc. The individual serves as the staff liaison for the Ashland Economic Development Authority and other economic development organizations. Strong knowledge of organization building and management is needed to form and maintain relationships with businesses, volunteer organizations, private developers, and elected officials. The position requires graduation from an accredited college or university with a major in economics, public administration, business, marketing, statistics, or closely related discipline. A Master's degree and/or Certified Economic Developer (CECd) designation are preferred, but not required. Three to five years of relevant experience is required. Hiring range for the position is \$66,513 to \$75,000 DOQ/DOE.

The ideal candidate will be ethical, respectful, approachable, trustworthy, apolitical, and committed to service. He/she will be adaptable to changing needs, build partnerships and collaboration across agencies and organizations that have similar objectives, while seeking to enhance the Town's ability to meet community needs. They must be able to show fairness as well as patience, humility, and a sense of humor while dealing with customers and co-workers.

Please respond with a resume, cover letter, and Town of Ashland application to [wcornwell@ashlandva.gov](mailto:wcornwell@ashlandva.gov). (Please note that a Town of Ashland application, available on the Town website, <https://ashlandva.info/econdevjob> must be submitted in order to be considered.) Open until filled. Informational inquiries may be made to the Department of Planning & Community Development at (804)798-1073 or [namos@ashlandva.gov](mailto:namos@ashlandva.gov). Mail completed applications to:

Town of Ashland Human Resources  
c/o Wanda Cornwell  
121 Thompson Street  
P. O. Box 1600  
Ashland, VA 23005

The Town of Ashland has been awarded the Richmond Times Dispatch Top Workplace Award for the last seven years.

The Town of Ashland is an Equal Opportunity Employer