



Isle of Wight County Director of Economic Development

SALARY	\$92,300.00 - \$121,307.00 Annually	LOCATION	Isle of Wight, Virginia 23397
JOB TYPE	Full-time	JOB NUMBER	1
DEPARTMENT	Economic Development	OPENING DATE	10/05/2023
CLOSING DATE	Continuous		

Description

Isle of Wight County invites candidates for our Director of Economic Development position, which is responsible for directing, coordinating, and administering economic and industrial development activities throughout the county to expand the local tax base, retain and attract business to the area and to market the county's attractiveness for economic development purposes. This position also involves encouraging the expansion of existing business and industry and establishment of new businesses in the County and planning and administering economic development projects. This position reports to the County Administrator. Isle of Wight County in Coastal Virginia consists of over 300 square miles with two towns (Town of Smithfield and Town of Windsor) within its boundaries and a population of over 37,000 residents. While the County is part of the Virginia Beach – Norfolk - Newport News Metropolitan Statistical Area, its residents have the best of all worlds with rural heritage, cultural tradition of arts and festivals, vibrant small towns, rich history, multitude of leisure activities, and a top quality school system. Isle of Wight County is the ***Community of Choice that CARES***, dedicated to **Choice, Accountability, Rural Heritage, Excellence, and Service.**

Examples of Duties

* Directs development projects for the county;

- Serves as liaison and technical advisor to real estate and financial representatives, developers, county staff, and business community regarding economic development issues, programs, and plans;
- Initiates, develops, and maintains programs to encourage businesses and industries to locate and remain in the county;
- Manages and administers all aspects of the Economic Development Authority to include budgeting, procurement, monthly meetings and other business as needed.
- Researches, prepares and furnishes information and materials on county's business location factors to out-of-state businesses seeking to locate in the county;
- Coordinates marketing of economic development sites, and serves as advisor and liaison to engineers, contractors, county officials, and business executives regarding business location issues;
- Consults with and confers with local businesses, merchant's associations, realtors, county officials and advisory committees regarding development activity planning and implementation;
- Visits out-of-town business prospects and promotes relation programs;
- Meets with in-county businesses and obtains information and feedback regarding operation concerns and opportunities in the county;
- Collects demographic, geographical, economic and other related data about the County;
- Prepares technical reports, brochures and special presentations to be used in publicizing the advantages of locating in the County or for presentations to a firm expressing interest in the County

PHYSICAL DEMANDS

The work is sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Requires the use of fingers, hearing, mental acuity, speaking, talking, and visual acuity.

WORK ENVIRONMENT

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

Required Qualifications

Education and Experience:

- Requires a bachelor's degree. Master's degree preferred.
- Minimum of ten (10) years of progressively responsible experience managing and coordinating economic development, marketing and redevelopment projects and programs.
- A solid history of consistent growth with an understanding of public and private financing methods, as well as principles and practices of economic development, business development, marketing and finance.

Licenses or Certifications:

- Requires a valid driver's license.

Ideal Candidate:

- The ideal candidate is a dynamic, professional leader and excellent communicator who can represent, promote and market the County through participation with various local, state and regional business groups and has experience in leading a successful economic development team.
- This position requires a can-do, high-energy Director who can delegate effectively and has had success leading key initiatives and programs.
- This position requires a leader who is willing to enthusiastically roll up their sleeves and be a working manager.
- It is necessary for the ideal candidate to have excellent interpersonal skills, political acumen and awareness.
- The successful candidate will demonstrate and encourage teamwork and collaboration; lead and coordinate economic development meetings; provide input regarding all development issues; research and prepare data and materials for review and successful project implementation.
- Candidate must have excellent communication skills and professionalism in making presentations in front of Boards of Supervisors and/or City Councils and community audiences of various sizes and at all levels.
- It is preferred the candidate has experience managing the business and activities of an economic or industrial development authority.

Supplemental Information**COMPENSATION & BENEFITS**

Isle of Wight County offers a competitive salary commensurate with the successful candidate's qualifications and experience. Salary will be dependent upon the qualifications of the selected candidate and is expected to be within the hiring range of \$92,300 – \$121,307. When you join the County's work family, your benefits are an important part of your

total compensation package. The County provides a comprehensive benefit package to support employees through important events in their life, enhance their life outside of work and to help plan and prepare for the future. The County participates in the Virginia Retirement System (VRS).

APPLICATION & SELECTION PROCESS

Qualified candidates should submit their application package online by visiting our website at <https://www.co.isle-of-wight.va.us/>. Click on employment opportunities. This position will remain open until filled; however, interested applicants are strongly encouraged to apply no later than November 3, 2023. Following this date, we will begin reviewing applications. Interviews will be offered to those candidates selected.

For additional questions contact Michelle Clark, Director of Human Resources:
mclark@isleofwightus.net

Agency

Isle of Wight County

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Phone

(757) 365-6266

Website

<http://www.co.isle-of-wight.va.us/>