

County of Warren

Director of Economic Development & Tourism

Warren County is seeking highly motivated and skilled candidates to fill the position of Director of Economic Development & Tourism. This is a full-time position that is responsible for executing the strategic plan for the Warren County Board of Supervisors. The Director will be responsible for a wide variety of professional duties that develop strategies, programs, and policies to promote responsible tourism, effectively manage tourism impacts, and stimulate economic development through tourism.

This position is responsible for the responsible for supporting existing business and industry through business retention activities as well as recruiting new business; promoting tourism; performing research and due diligence; serving as liaison between business, industry, local, regional, State, and Federal regulatory agencies; and preparing and maintaining files and records. The successful candidate will also work with small businesses and entrepreneurs as well as various partners, such as the Virginia Economic Development Partnership (VEDP), Virginia Tourism Corporation (VTC), regional colleges and universities, legal, finance, and workforce professionals.

Other duties include supervising, directing, and evaluating assigned staff, working with employees' concerns and problems, including disciplining, and completing employee performance appraisals and interviews, coordinate daily work activities, organize, prioritize, and assign work, monitor status of work and inspect completed work, consult with assigned staff, assist with complex problem situations, provide technical expertise, orchestrate the preparation and distribution of information for prospects and existing businesses, work with the Board of Supervisors, the Town of Front Royal, and the Warren County Administration on the Office's annual budget, monitor expenditures and maintain budget records, develop and execute and effective marketing program. This position will also provide professional responses to requests for information for VEDP's prospects to ensure Front Royal and Warren County are competitive for new business and investment, this position will also plan and execute marketing campaigns, including print, online, and social media, develop online advertising, maintain a social media presence, develop press releases and maintain a working relationship with local and regional press.

This position will need to understand and ensure compliance with all applicable local, State, and Federal codes, laws, rules, regulations, standards, policies, and procedures related to economic development activities and projects, work closely with the Board of Supervisors, the EDA Board of Directors, the County and Town Planning Departments, engineers, local tourism industry organizations and stakeholders, and other officials to develop business expansion projects, new business relocations, new tourism attractions and amenities, review department operations, resolve problems, receive, and provide recommendations. The Director will assist the EDA with the management of their existing USDA Small Business Loan program, and serve as liaison with appropriate local, state, and federal agencies, serve as liaison with the general public on economic matters as appropriate, coordinates programs with other agencies and must have good communications skills, especially with the media and in presenting at public meetings.

Other duties also include attending meetings, serving on committees, making speeches or presentations as needed, representing the department in key staff meetings, department head meetings, and other meetings/events.

A successful candidate will have comprehensive knowledge of the principles and practices of economic development and marketing, tourism attraction strategies, small business development, comprehensive knowledge of the principles of public and business administration, ability to attract industry and business for the Town and County, ability to plan, assign, and coordinate the work programs of office and technical staff, ability to prepare clear and comprehensive financial, administrative, and industrial reports, ability to communicate ideas clearly and concisely, both verbally and in writing, ability to establish and maintain effective working relationships with Town and County officials, employees, the media and the general public, and proficiency in primary Microsoft Office suite applications (e.g., Word, Excel, Outlook, Power Point).

Any combination of education and experience equivalent to a four-year degree from an accredited college or university with major course work in Marketing, Business, Economic Development, or related field. Extensive, increasingly responsible experience in economic development activities. Experience supervising staff is preferred. CEcD is preferred but not required.

The starting salary is \$93,308.80, depending on qualifications and experience, with an excellent benefits package.

Warren County is an Equal Opportunity Employer (EOE), and participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

A pre-employment criminal background check and pre-employment drug screening is required. For any questions, please contact Warren County Human Resources, 220 N. Commerce Avenue, Suite 100, Front Royal, Virginia 22630, 540-636-4600. HR@warrencountyva.gov

This position will be open until filled.