



## County of Warren

### Economic Development and Tourism Manager

Warren County is seeking highly motivated and skilled candidates to fill the position of Economic Development and Tourism Manager. This is a full-time position, located at The Warren County Government Center.

This position is responsible for expanding the existing programs and the establishment of new economic development and tourism initiatives in the County.

Other duties include develop, plan, organize and implement tourism marketing strategies for the County, attend conferences, seminars, workshops, classes, lectures as appropriate to enhance and maintain knowledge of trends and developments in the field of tourism development, support tourism functions through research, writing, editing, photography, video production, and graphic design, work with and attend meetings of local, regional, state and federal organizations. This position will also prepare and monitor the department budget, ensure compliance with all applicable local, state and federal codes, laws, regulations, standards, policies, and procedures related to economic development activities and projects. This position will also work closely to The Board of Supervisors, the County and town departments, engineers, local tourism industry organizations and skate holders, and other officials to develop business expansion projects, new business relocations, new tourism attractions and amenities, review departments operations, resolve problems, receive and provide recommendations, compose and/or prepares a variety of technical reports, correspondence, press releases, records and other documents as required, participate in initiatives through the Northern Shenandoah Valley Regional Commission, Virginia Tech, Partnership for Economic Development, Go Virginia, Virginia Tourism Corporation, Shenandoah Valley Tourism Partnership, Shenandoah Valley Travel Association, and Front Royal/Warren County Chamber of Commerce, facilitate workforce development efforts with the Warren County Public School System and the team at Laurel Ridge Community College.

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. At least 3-5 years of experience in marketing, community development, business administration, or related field, preferably in a public sector or local government setting. Considerable experience in tourism, economic development, and marketing including administrative responsibility. Experience in grant writing, business outreach, strategic planning and project management. Experience administering comprehensive marketing campaigns to include print, website and digital formats. Proficient in Microsoft Office, GIS, and other economic development software. CECD is preferred but not required.

The starting salary is \$75,316.80, depending on qualifications and experience.

For a full job description and to apply for this position please click [here](#).

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

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](mailto:HR@warrencountyva.gov)

This position will be open until filled.