



DOWNTOWN ECONOMIC DEVELOPMENT SPECIALIST

OUTDOOR RECREATIONAL ECONOMY

The Newport City Downtown Development Organization, located in beautiful Newport, Vermont, has an exciting opportunity available for a dynamic, creative and motivated individual.

MISSION

The Newport City Renaissance Corporation d/b/a Newport City Downtown Development Organization (NDDC) is a 501(c)6 non-profit community organization working to revitalize, preserve and promote historic downtown Newport as a strong and resilient economic hub, a livable and walkable community, and a vibrant social, recreational and cultural center for residents and visitors to enjoy. NDDC has embraced a strategic focus to develop and promote a four-season outdoor recreational economy in Newport.

POSITION DESCRIPTION

- The Economic Development Specialist will work with local, regional, state, and federal to identify, develop and promote Newport's outdoor recreational assets to support downtown business growth through business retention, expansion and recruitment.
- The Economic Development Specialist will report directly to the Downtown Development Board of Directors and will work closely with the Board, volunteer committees and independent contractors, to ensure that all activities support the mission and strategic focus of the downtown organization.
- The Economic Development Specialist will work with the Board of Directors to make sure that the organization remains fiscally sound and that it maintains the highest ethical standards of community engagement with business owners, property owners, non-profits, Newport City residents and municipal leaders.

QUALIFICATIONS & EXPERIENCE

The organization is seeking a candidate who is dedicated to improving the area, is forward thinking, self-motivated and energetic. The ideal candidate has a passion for the outdoor recreational economy and a strong desire to make Downtown Newport a vibrant place to work, live and play. Qualifications include:

- Experience with outdoor recreational businesses and/or organizations;
- Experience with business development and community planning;

- Experience with managing volunteers;
- Excellent written and oral communication and public relations skills;
- Experience with traditional and non-traditional marketing and promotions strategies;
- Excellent interpersonal communication skills;
- Grant-writing ability/experience;
- Highly developed organizational and time management skills;
- Creative problem-solving skills;
- Experience interacting with government entities or other political entities a plus;
- Able to work independently. Self-directed. Confident.
- French-language skills a plus;
- A valid driver's license for regional and state travel required;
- Experience with website development and content management desirable;
- Ability to travel to Canada as required;

SALARY:

Commensurate with qualifications and experience. Salary range \$35,000 - \$45,000. Flexible schedule.

APPLICATION:

Please send cover letter, current resume and contact information for three professional references in either electronic or hard-copy format to:

Mike Welch, Project Manager, NCIC

mwelch@ncic.org

Tel: 802-748-5101, ext. 2025

51 Depot Square, Suite #1

St. Johnsbury, VT 05819

Applications must be received by 5:00PM June 25, 2019

TIMELINE: (subject to change)

June 25, 2019 APPLICATIONS RECEIVED BY 5:00 PM June 27 – July 8, 2019: Select candidates will be contacted for a preliminary telephone interview July 10 – July 17, 2019: Finalists will be invited for an in-person interview Mid-July Decision and job offer (all candidates will be notified when the position is filled). August 1, 2019 Position start-date (negotiable)

Initial communication will take place by email so please include an email address in your materials.

PROFESSIONAL RESPONSIBILITIES

The organization's strategic focus on developing a four-season recreational economy in Newport will inform the Downtown Economic Development Specialist's work and responsibilities which are divided into four general areas:

Management and Administration

- Develop, implement and manage the annual work plan as approved by the Board, including areas of business development, marketing, and design;
- Supervise and support the work plan projects of downtown volunteer committees;
- Grant acquisition and management; collecting, tracking and remitting receipts; and working with the Board on developing and implementing the annual budget;

Leadership, Public Relations and Advocacy

- Foster collaboration among various organizations within the city, region, and the state of Vermont;
- Act as public relations representative for Downtown Newport in the media and in a variety of public contexts;
- Participate in local or statewide advocacy efforts relevant to Newport. Attend public meetings and forums as needed;

Short and Long-Term Strategic Planning

- Participate in long-range planning efforts to shape downtown's economic growth, particularly around the outdoor recreational economy;
- Ability to evaluate, use and present economic data including for the annual reinvestment statistics report;
- Develop and implement strategies for fundraising and cultivating sponsors to support the activities of the downtown organization;
- Provide the Board of Directors with regular accountability reports that track achievements, address obstacles, and, as necessary, propose mid-course corrections; responsible for a comprehensive annual report.

Marketing & Promotions

- Responsible for managing a consistent brand and vision for downtown;
- Work with downtown stakeholders to create new promotional initiatives;
- Work with contracted web manager to develop the DiscoverNewportVT.com website.

The Newport City Renaissance Corporation d/b/a Newport Downtown Development Corporation is an Equal Opportunity Employer.