



City of Lewisburg Tennessee
131 East Church Street – 37091

Job Description: City of Lewisburg | Director of Economic Development

Job Title: Director of Economic Development

Location: City of Lewisburg, Tennessee

Job Type: Full-time

Reports to: City Manager

Salary Range: [\$70K - \$85K]

Overview:

The City of Lewisburg is seeking a dynamic and results-oriented professional to fill the position of Director of Economic Development. The successful candidate will play a pivotal role in advancing the economic growth and prosperity of the city by implementing strategic initiatives in business retention and expansion, business and industry recruitment, public relations, workforce development, and community development.

Responsibilities:

I. Business Retention and Expansion:

- Develop and implement programs to support the retention and expansion of existing businesses within the city.
- Establish strong relationships with local businesses to understand their needs, challenges, and opportunities for growth.
- Collaborate with city departments and agencies to address the concerns of local businesses and facilitate their success.
- This position will be the Director of Lewisburg Downtown Mainstreet

2. Business and Industry Recruitment:

- Identify and recruit high quality industrial, office, retailers, restaurants, and sales tax generating business for city sites; recruit, coordinate, and maintain contact with commercial real estate brokers and developers; and coordinate with the city landowners to encourage retail and commercial sales tax generating development.
- Conduct market research to identify target industries and develop strategies to attract them.
- Work closely with local and regional partners to market Lewisburg as an attractive location for businesses and industries.

3. Public Relations:

- Serve as the spokesperson for economic development initiatives in Lewisburg.
- Develop and maintain positive relationships with local media, community leaders, and stakeholders.
- Implement communication strategies to promote the city's economic development successes and initiatives.

4. Workforce Development:

- Collaborate with educational institutions, training providers, and employers to develop a skilled and qualified workforce.
- Implement workforce development programs and initiatives to meet the needs of local businesses.
- Facilitate partnerships between businesses and educational institutions to enhance training and educational opportunities.

5. Community Development:

- Work with city planning and zoning departments to support the development of infrastructure and amenities that enhance the city's attractiveness to businesses.
- Collaborate with community organizations to address social and cultural aspects that contribute to a thriving business environment.
- Develop and implement strategies to ensure sustainable and inclusive economic development.

6. Market and Strategic Planning:

- Develop and manage a marketing & strategic plan for a long-range economic development program; prepare monthly reports indicating the related activities and progress towards goals and objectives; advise the City Manager and City Council on issues related to the improvement and enhancement of the commercial tax base.

7. Economic Development Website Administrator:

- Develop and maintain the Economic Development website to current information.

Qualifications:

- Bachelor's degree in business, Economic Development, Public Administration, or a related field. Master's degree, and/or preferred certified Economic Developer (CEcD), Tennessee Economic & Community Developer (TEcD) preferred.
- Minimum of 5 years of successful progressive experience in the Economic Development field.
- Strong knowledge of economic development principles, practices, and trends.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to work collaboratively with various stakeholders, including government officials, business leaders, and community members.
- Familiarity with local, state, and federal economic development programs and incentives.

Requirements:

- Proficient in Microsoft Office (Word, Excel, PowerPoint) and any other computer application related to this field (Adobe suite, ArcGIS).
- Reside in Marshall County or relocate within 6 months to Marshall County
- Must pass a drug screen

Application Process:

The City of Lewisburg is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Interested candidates should submit their resume, cover letter, and application to Gina Jones (email: gina.jones@lewisburgtn.gov) The application is located on the City of Lewisburg website: www.lewisburgtn.gov. Position open until filled.