

Job Announcement: Director of Economic Development

Location: City of Lewisburg, Tennessee

Job Type: Full-Time

Reports To: City Manager

Salary Range: \$70,000 – \$85,000

Position Overview

The City of Lewisburg is seeking a dynamic and results-oriented Director of Economic Development to lead strategic initiatives that drive economic growth and community prosperity. This role focuses on business retention and expansion, industry recruitment, public relations, workforce development, and community development. The successful candidate will also serve as the Director of Lewisburg Downtown Mainstreet, playing a key role in revitalizing and promoting the city's downtown district.

Key Responsibilities

Business Retention & Expansion

- Develop and implement programs to support existing businesses.
- Build strong relationships with local businesses to understand needs and opportunities.
- Collaborate with city departments to address business concerns and foster success.

Business & Industry Recruitment

- Recruit high-quality industrial, retail, and commercial businesses.
- Conduct market research and develop strategies to attract target industries.
- Coordinate with real estate brokers, developers, and landowners to encourage growth.

Public Relations

- Serve as spokesperson for economic development initiatives.

- Maintain positive relationships with media, community leaders, and stakeholders.
- Promote the city's economic development successes through strategic communication.

Workforce Development

- Partner with educational institutions and employers to build a skilled workforce.
- Implement programs to meet local business needs.
- Facilitate training and educational opportunities through partnerships.

Community Development

- Collaborate with planning and zoning departments to enhance infrastructure.
- Work with community organizations to foster a thriving business environment.
- Develop strategies for sustainable and inclusive economic growth.

Marketing & Strategic Planning

- Create and manage a long-range economic development plan.
- Prepare monthly reports and advise city leadership on commercial tax base improvements.

Website Administration

- Maintain and update the Economic Development website with current information.

Qualifications

- Bachelor's degree in Business, Economic Development, Public Administration, or related field (Master's preferred).
- CECD or TECD certification highly desirable.
- Minimum 5 years of progressive experience in economic development.
- Strong knowledge of economic development principles and trends.
- Excellent communication, negotiation, and interpersonal skills.
- Familiarity with local, state, and federal economic development programs.

Requirements

- Proficiency in Microsoft Office and related applications (Adobe Suite, ArcGIS).
- Must reside in Marshall County or relocate within 6 months.
- Must pass a drug screen.

Application Process

The City of Lewisburg is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Submit your resume, cover letter, and application to:

Gina Jones

Email: gina.jones@lewisburgtn.gov

Applications are available on the City of Lewisburg website:

www.lewisburgtn.gov

Position open until filled.