

**Executive Director – Montpelier Development Corporation  
January 2018**

**Summary:**

The Montpelier Development Corporation (MDC) serves as the steward of the Economic Development Strategic Plan (EDSP) for the City of Montpelier, Vermont. Reporting to the Board of Directors of the MDC, the MDC Executive Director will work closely with local government, area businesses and organizations, to assist individual entrepreneurs and already existing firms to establish, relocate, or expand their businesses within the City of Montpelier.

**Responsibilities:**

- Directs economic development initiatives to achieve the outcomes outlined by the EDSP.
- Provides assistance in the development of short and long term economic development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals.
- Provides professional economic development advice, assists in the application and permitting process, and serves as an advocate for economic development.
- Maintains familiarity with existing inventory of available buildings and development sites within the community.
- Promotes the redevelopment of commercial and industrial sites in the City.
- Implements a Business Retention & Expansion Program.
- Formulates and implements marketing and business attraction strategies.
- Prepares grant proposals and applications, as well as contracts.
- Manages budget and finance functions of the MDC.
- Serves as liaison with various State and Federal agencies, including the Central Vermont Economic Development Corporation, Central Vermont Chamber of Commerce, and Central Vermont Planning Commission.
- Provides information and/or makes presentations to various groups on economic development topics.
- Assists with negotiation and the management of professional service contracts, property sales or acquisition, and economic development oriented negotiations.
- Serves as a member of economic development groups or task forces that promote economic and community development at the Regional, State or Federal level, as deemed necessary or appropriate.
- Monitors and reports findings of legislation and regulations relating to economic development.
- Maintains strong working relationships with the general public, area businesses, clients, the media, and others.
- Stays abreast of trends and developments in the field of economic development.
- Conducts other related work as assigned.

### **Required Qualifications:**

- Bachelor's degree with a concentration or specialization in economic and community development or related field.
- Considerable knowledge of business development, community, and economic development.
- Working knowledge of municipal zoning and infrastructure, and planning programs and processes.
- Excellent oral and written communication skills and the ability to deal with public and private officials, and negotiate complex transactions.
- Ability to establish effective working relationships with the City staff, as well as other organizations and economic development practitioners.
- Proficiency in spreadsheet analysis (Microsoft Excel) and proficient in word processing (Microsoft Word).
- Leadership, team building, advocacy, and negotiation skills.
- Self-motivation and ability to work toward objectives with minimal supervision.
- Availability and willingness to work flexible schedule including evenings and weekends.
- Driver's license, insurance, and automobile in good condition.

### **The Montpelier Development Corporation**

In 2016, the City of Montpelier published its Economic Development Strategic Plan (EDSP) with a goal of positioning Montpelier as a superior quality location for development so that it can increase economic activity, private-sector jobs and population in the City. To implement the EDSP, a local development corporation – The Montpelier Development Corporation - was created and the following mission was adopted.

*The Montpelier Development Corporation will bolster the capital city's strengths and realize new opportunities to make Montpelier a more dynamic and prosperous place to live, work, learn and visit.*

Applicants should send their resume and cover letter to: [mdc.executive.director@gmail.com](mailto:mdc.executive.director@gmail.com)