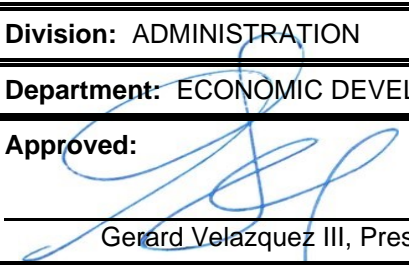




THE AUTHORITY

Improving your Tomorrow.

JOB DESCRIPTION

| | |
|---|--|
| JOB TITLE: ECONOMIC & COMMUNITY DEVELOPMENT DIRECTOR | |
| Reports to: PRESIDENT/CEO | Division: ADMINISTRATION |
| Classification: EXEMPT | Department: ECONOMIC DEVELOPMENT |
| Exempt Category: ADMINISTRATIVE | Approved:  |
| Effective Date: 01-MAR-2025 | Gerard Velazquez III, President/CEO |

JOB SUMMARY:

Under the general direction of the President/CEO or designee, provides leadership in the development and execution of strategic initiatives that drive economic growth, enhance community development, and improve the overall quality of life in Cumberland County and the region. This role involves analyzing key economic and workforce data, fostering relationships with policymakers, businesses, and community stakeholders, overseeing grant funding and revitalization efforts, organizing major events, marketing the County, maintaining a realty database, and ensuring transparent communications with residents and businesses. The Director will also serve on multiple boards to support economic and community development initiatives.

ESSENTIAL JOB FUNCTIONS:

- Lead and manage the Economic & Community Development Department
- Collaborate with County officials, departments, community stakeholders, and external organizations.
- Provide expert guidance on land use and development projects.
- Foster positive relationships with developers, landowners, and the public.

SPECIFIC DUTIES & FUNCTIONS

- Coordinate economic development initiatives, prospect visits, and business expansions.
- Develop and oversee marketing platforms for economic development.
- Collaborate with chamber of commerce, government, and business leaders to enhance the economic environment and priorities and serve as the point person for these stakeholder groups.
- Implement a strategic target market recruitment plan that aligns with community vision and key strategic industries.
- Establish and maintain alliances with economic development organizations nationwide.
- Develop programs to encourage existing business expansion and small business growth.
- Provide research and data to government leaders on economic development impact.

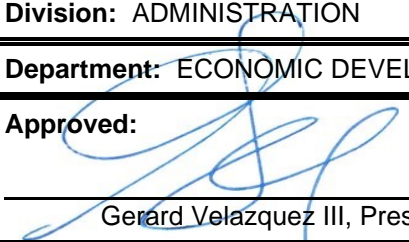
NOTE: These statements are intended to describe the general nature and level of work involved for this position. It is not an exhaustive list of all responsibilities, duties and skills required for this position.



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- Act as liaison alongside the Chamber of Commerce for communities, eco-tourism, and agritourism initiatives.
- Knowledge of federal and state laws and programs.
- Understanding of investment strategies and funding programs.
- Build relationships with prospects, consultants, site developers, community building stakeholders, and decision makers.
- Assist businesses in site selection and location process.
- Facilitate local business attraction, expansion, community engagement, and retention efforts.
- Work with key partners on workforce development efforts.
- Support and promote Cumberland County to various business clients.
- Prepare reports on economic development activities.
- Maintain records of properties owned or managed by the Authority.

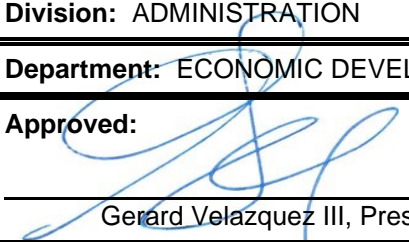
KNOWLEDGE, SKILLS & ABILITIES:

- Strong leadership, communication, community engagement/community building, and interpersonal skills.
- Excellent time management and critical thinking skills.
- Knowledge of local government/planning and zoning process.
- Familiarity with site development and utilities.
- Familiarity with social media, digital advertising, and industry standards.
- Experience in hosting meetings and events with high-level decision makers.
- Excellent written, verbal, and interpersonal communication skills.
- Strong public speaking ability.
- Effective relationship building skills.
- Proficiency in problem-solving and decision-making.
- Familiarity in research, data analysis, and trend identification related to economic development.
- Proficient in the use of Word, Excel, PowerPoint, and Outlook.
- Ability to facilitate group discussions.

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- Develop and/or design marketing materials.
- Meet deadlines and schedules.
- Facilitate collaboration between local, state, and federal officials and utility and infrastructure vendors.
- Project management.

LICENSING AND CERTIFICATIONS:

- Valid New Jersey Drivers' License
- Bachelor's degree in public administration, Business Administration, Economic Development, Urban Planning, or a related field
- Five (5) to seven (7) years of progressively responsible senior management level experience in municipal planning, building, community development, or economic development, including at least three years of direct supervisory experience OR any equivalent combinations of education, training and experience.

SUPERVISORY RESPONSIBILITIES: Oversee and direct the daily operations of the Economic & Community Development staff.

ENVIRONMENTAL AND PHYSICAL DEMANDS:

This position may require all or some of the following: driving, standing, walking, sitting, talking, hearing, seeing, feeling, grasping, climbing, balancing, crouching, crawling, kneeling, reaching with hands or arms, lift-up to 50-lbs. and exposure to environmental conditions.

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