

City of Norwalk
Director of Economic Development

Job Description

The Norwalk Redevelopment Agency (the Agency) is the primary public agency responsible for carrying out the City of Norwalk's economic development strategy by providing marketing, advocacy, technical assistance, business attraction, long-range planning and Redevelopment Plan Area management with an intent to foster an environment in which local businesses can thrive and serve the community. Under the direction of the Mayor and working with the Agency's Executive Director, the Norwalk Common Council and the Mayor's Business Advisory Council, the Director of Economic Development performs the specific duties associated with the position as an employee of the Norwalk Redevelopment Agency.

- Serves as the City's business liaison, working to develop a business-friendly climate by building and maintaining effective communications and relationships with other City departments, the business community, developers, property owners, realtors, advisory groups, community organizations, and citizens.
- Develops and implements strategic economic development plans which improve business development, retention and expansion; address barriers to economic growth and job creation/retention; and increase economic opportunities for Norwalk.
- Compiles and maintains critical information desired by development prospects such as demographic and economic data, land/structure availability, market information, and business support resources.
- Identifies, tracks and analyzes critical performance data and assesses the impact of the city's investment in economic development, the structure and dynamics of the local economy, local business and employment trends, workforce readiness and other data.
- Designs surveys, questionnaires, and methodologies; researches and analyzes data and trends; draws conclusions, develops recommendations and courses of action, and synthesizes information into reports to determine the economic feasibility or potential of specific development, transportation or land use plans.
- Facilitates collaboration among local, state, and federal economic development organizations, public/private and non-profit organizations. Coordinates activities among these entities and the community in order to promote sustainable economic development and to ensure that diverse business and job opportunities are accessible and relevant to all segments of the community.
- Develops and manages a variety of economic development programs, to include business development activities, business support and assistance, and business incentive programs.

- Develops marketing and promotional programs to enhance the implementation of economic development activities, including brochures, web sites, software, databases, social media and other platforms.
- Responds to inquiries regarding economic data, trends and resources such as industrial and commercial development opportunities.
- Tracks, reviews, and responds to proposed legislation affecting economic development-related issues.
- Budgeting and financial oversight

A master's degree is preferred; however, experience in a related field may also qualify an applicant. The position's salary range is \$80,000 - \$90,000 annually.

Qualifications

- Preferred Education and/or Work Experience:
 - A master's degree in urban planning, urban policy, economic development, community development, finance, business or other relevant field
 - Five years' relevant work experience in one or more of these fields: small business development, local business attraction, municipal land use, real estate brokerage or development, business licensing and permitting, community capital, business incubator development, business training, economic localization, small business finance and technology
- Preferred Knowledge and Skills
 - Ability to actively engage with property owners, developers, brokers, as well as current and potential business prospects
 - Familiarity with Norwalk or like communities
 - Experience in successful outreach to a variety of constituencies
 - High level of self-motivation to achieve the objective goals, ability to work effectively in a self-structured environment, and strong multi-tasking capabilities
 - Excellent proficiency with Microsoft Word, Excel, Access and Internet/Social Media and preferably, experience with GIS Mapping

About the City

Norwalk is a seaport community on Long Island Sound which offers a combination of New England tradition and sophisticated modern activity. Located 45 minutes from New York City via interstate I-95, Amtrak and MetroNorth service, corporations find a highly skilled workforce and an extraordinary quality of life. Several large and notable companies are based in Norwalk, such as Diageo, N.A., Dooney & Bourke, GE Capital, Pepperidge Farm, Priceline and Xerox.

The City of Norwalk is the sixth largest in the State of Connecticut with an economic development strategy that seeks to recruit new businesses, retain existing ones and assist businesses at every level when seeking to expand their operations locally. The City considers a vibrant economic development strategy critical to providing new employment opportunities and enhanced economic diversification.

How to Apply

Please submit a complete resume and a writing sample, not to exceed 500 words, outlining your specific qualifications and how your professional and educational experiences meet or exceed those desired for the position to tsheehan@norwalkct.org with “Director of Economic Development” in the subject line. Applications will be accepted until such time as a sufficient number of qualified applicants respond.

Additional information, including professional references and authorization to conduct further prospect due diligence, will be sought from applicants selected to advance to the interview process.