



## JOB DESCRIPTION

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Title: Economic Development Director  
Department: Office of Town Manager  
Status: Full Time/ Exempt  
Schedule: Typically, M-F 9:00am – 5:00pm Other days/hours as needed  
Reports To: Town Manager

### Position Summary

The Economic Development Director is responsible for leading and managing efforts to promote business growth, attract investment, and enhance the economic vitality of the Town of Munster in accordance with the vision of its Town Council. This position involves strategic planning, policy development, business retention and expansion, and collaboration with local, regional, and state agencies to create a thriving economic environment.

### Qualifications

- Bachelor's degree in Economic Development, Business Administration, Public Administration, Urban Planning, or a related field (master's preferred).
- Minimum of 3-5 years of experience in economic development, business recruitment, urban planning, or a related field.
- Certified Economic Developer (CEcD) or similar credential preferred.
- Strong knowledge of economic principles, business development, and financial analysis.
- Requires strategic thinking, strong communication skills, and adaptability to shifting economic conditions, government policies, and local needs.
- Excellent leadership, communication, and negotiation skills.
- Ability to develop relationships with business leaders, government agencies, and community stakeholders.
- Proficiency in data analysis, project management, and public policy.

### Essential Functions

1. **Strategic Planning & Development**
  - Develop and implement economic development strategies aligned with the community's goals.
  - Analyze market trends, economic data, and industry reports to identify growth opportunities.
  - Work with government officials, business leaders, and stakeholders to create policies that encourage economic growth.

## **2. Business Retention, Expansion & Attraction**

- Engage with existing businesses to assess needs and facilitate growth opportunities.
- Attract new businesses and industries through marketing, incentives, and partnerships.
- Act as a liaison between businesses and government agencies to streamline processes and resolve challenges.

## **3. Community & Workforce Development**

- Partner with educational institutions and workforce agencies to develop programs that enhance job readiness.
- Support small businesses and entrepreneurs by providing access to resources, funding opportunities, and training programs.
- Foster public-private partnerships to enhance infrastructure and community development projects.
- Representing the city or region at state, national, and international business development conferences.
- Delivering presentations to investors, policymakers, and the public regarding economic initiatives and development opportunities.
- Collaborating with local chambers of commerce, trade organizations, and educational institutions to support workforce development and economic expansion.
- Conducting site visits and economic assessments to evaluate infrastructure, zoning, and commercial viability for development initiatives.

## **4. Financial & Grant Management**

- Identify and pursue grants, tax incentives, and funding sources to support economic initiatives.
- Oversee the preparation of budgets, financial reports, and funding proposals.
- Ensure compliance with local, state, and federal regulations for economic programs.

## **5. Public Relations & Marketing**

- Promote the community as an attractive destination for businesses and investors.
- Represent the Town of Munster at conferences, trade shows, and networking events.
- Develop marketing materials, reports, and presentations to showcase economic opportunities
- Participation in public forums, town halls, and business networking events to engage with community stakeholders.

## **Knowledge, Skills and Abilities**

- The ability to interact with colleagues, town officials, and business leaders via meetings, calls, and reports.
- Requires a high level of interaction with diverse stakeholders, including business owners, developers, government officials, and nonprofit organizations.
- An ability to handle urgent economic matters, crisis response, or negotiations, which may introduce a fast-paced and sometimes high-pressure environment.
- Ability to thoroughly research information in a timely and accurate manner

- Ability to navigate through conflict situations in a calm constructive manner
- Ability to think, apply knowledge and rules consistently as well as understand written instructions
- Demonstrated organizational, problem solving and time management skills with ability to meet frequent and challenging deadlines
- Ability to maintain confidential information
- Able to contribute positively as part of a team assisting with various tasks as requested
- Working knowledge of Microsoft Office products
- Ability to learn applicable town ordinances as well as department rules and regulations
- Ability to learn the geography of the Town of Munster

### **Work Environment**

The work environment for an Economic Development Director is dynamic and multifaceted, requiring adaptability to different settings and stakeholder interactions. This position involves a combination of office work, community engagement, and external meetings, often in high-profile or strategic settings. Requires frequent travel to visit business sites, development projects, and prospective investment locations.

The Economic Development Director typically works in an office. While a typical workweek is 40 hours, evening and weekend meetings or events will be necessary to accommodate business schedules and community engagement. Standard office equipment is used, including computers, telephones, and industry-specific software for data analysis, financial modeling, and project management.

### **JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I acknowledge that I have received a copy of the job description for my position. I have reviewed this job description and understand the job duties, responsibilities and working environment as outlined. I confirm my ability to perform the essential functions as outlined. I understand this job description is not intended to be a complete listing of all job duties but is considered a general summary of expectations. I understand that my job duties may change on a temporary or regular basis according to the needs of the organization without it being specifically included in the job description.

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Employee's Signature

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Date

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Employee's Name Printed

*Date Last Revised: February 1, 2025*