

TOWN OF CAMDEN, MAINE
Community Development Director

Purpose

The Community Development Director is responsible for all matters relating to community development, building a strong, resilient community, and promoting economic well-being.

The Director serves as the liaison to businesses, citizens, neighborhoods, and other community organizations to help strengthen Camden's existing assets, expand and diversify its economic base, and enhance the Town's quality of life. To accomplish this work, the Director is expected to work collaboratively with other municipalities, the State, and others to create and expand economic opportunities, elevate residents' standard of living, and improve people's quality of life.

The Director is the primary staff to the Downtown Network Board and is specifically responsible for leading community revitalization and business development in the downtown using the Main Street Four Point approach.

The Director is the primary staff to the Community and Economic Development Committee (CEDAC) and is responsible for advancing and implementing strategies and projects to expand and diversify the town's population and economic base to support a strong year-round economy.

Work is performed under the direction of the Town Manager, with considerable independent judgment.

Roles and responsibilities (examples)

- Serves as the point person and a unifying force in leading all aspects of economic and community development
- Coordinates and facilitates the work of the Downtown Network Board
- Coordinates and facilitates the work of the Community Economic and Development Advisory Committee (CEDAC)
- Organizes and coordinates a wide range of projects, from managing events and promotional activities to recruiting and training volunteers
- Maintains regular contact with existing businesses to learn how business is doing and whether they have any issues that the Town can assist with
- Provides information to prospective businesses and people wishing to locate in Camden
- Researches and assists in efforts to recruit businesses which are compatible with Camden's strategic planning efforts
- Maintains a thorough knowledge of the business community and serves as a resource to help solve problems that may be hindering their success
- Develops and implements a communications program that regularly informs people about the Town and Community Development activities

- Markets Camden to businesses to inform them about the advantages of investing in Camden
- Maintains a current inventory of available commercial/office space, land, labor supply, and similar market information
- Represents Camden on a variety of boards and commissions concerning economic and community development
- Works closely with Planning and Code Enforcement on development issues
- Prepares and manages the program budget to ensure goals and objectives are met in an effective and efficient manner
- Educates and informs the community about the benefits of appropriate business development within the community
- Researches and writes funding proposals for economic and community development projects and administers grant funds and disbursements
- Development, monitor, and assess the impact and success of community and economic development programs and strategies

Preferred Skills

- Excellent computer, presentation, written and oral communication skills
- Ability to plan and carry out an effective program to attract new capital investment to the Camden area
- Ability to relate well to people from all sectors, and to work effectively as part of a team
- Marketing expertise and proficiency in the use of social media
- Extensive knowledge or experience in:
 - Creative economy
 - Ecotourism
 - Hospitality industry
 - Retail trade
 - Health care
 - Retirement industry
- Knowledge and understanding of housing development and trends
- Knowledge of historic preservation principles, design guidelines, and way finding
- Ability to analyze, compile data and write reports
- Experience in facilitating community discussions, developing options, and reaching solutions satisfactory to all