



Economic Community Development Director - Full Time

The Town of Madawaska is seeking a dynamic and strategic Economic Community Development Director to lead initiatives that foster sustainable growth, strengthen our local economy, and enhance the quality of life for residents and businesses. This is a key leadership position reporting directly to the Town Manager and working closely with town departments, business owners, and community members. The ideal candidate should possess excellent interpersonal skills, be highly motivated, adaptable, and have a strong understanding of the value of teamwork.

Job duties include but are not limited to:

- Administration and facilitation of various State and Federal grant programs, applications, incentive programs, funding opportunities, and audits
- Public relations and marketing, support business retention, expansion, and attraction efforts
- Develop and implement comprehensive economic and community development strategies
- Collaborate zoning, land use, and infrastructure planning to support growth
- Promote tourism, downtown revitalization, and cultural initiatives
- Track economic trends, analyze data, and prepare regular progress reports

Individuals interested in this position must possess a minimum of a Bachelor's degree in a relevant field or an equivalent combination of experience and education. Must possess management level experience, with preference in grant writing, computer proficiency with strong skills in Microsoft Word and Excel, excellent interpersonal skills, strong communication skills, and proven ability to build rapport with the public. Experience in any of these fields is beneficial; however, the Town is willing to provide training to a suitable candidate.

Applications are available at the Madawaska Town Office or on our website at www.townofmadawaska.com. This position will be open until a suitable candidate is found. Please submit applications, cover letters, and resumes to:

Heather Picard, HR Manager
Town of Madawaska
328 St. Thomas Street, Suite 101
Madawaska, ME 04756
hpicard@madawaska.me

The Town of Madawaska is an equal opportunity, affirmative action employer.