

**Marlborough Economic Development Corporation**  
**JOB DESCRIPTION**  
**EXECUTIVE DIRECTOR**

**BACKGROUND:**

In 2006 the City of Marlborough created the economic development organization, formally known as Marlborough 2010 Corporation. The name was changed to the Marlborough Economic Development Corporation (MEDC) in January 2010. MEDC is a state –chartered economic development corporation. The organization is funded by municipal and private funding with the goal of creating and preserving valued jobs and fostering commercial growth in Marlborough. Over the course of 4 years, MEDC has been responsible for economic development planning projects, business development, seeking grants for infrastructure improvements, and substantial outreach to local businesses. The organization is located in downtown Marlborough and its staff consists of a part-time Executive Director and a full-time Marketing and Outreach coordinator. The Board of Directors of MEDC has determined the position of Executive Director should become a full-time position to fully develop the organizational structure and provide an increased level of services. For more information about MEDC see website at [www.marlboroughedc.com](http://www.marlboroughedc.com).

**SUMMARY:**

The Executive Director, a full-time position, will be responsible for development, implementation and coordination of economic development activities, policies and programs to attract new businesses and to retain and expand existing businesses in Marlborough.  
Reports to the Board of Directors.

**PRIMARY DUTIES:**

- Analyze market conditions and economic trends that affect Marlborough.
- Oversee the work of the Marketing and Outreach Coordinator
- Advocate for business at the City and State level. Ombudsman for 43d Priority Development Sites.
- Prepares and administers the MEDC budget; prepares an annual report to the Board of Directors and the City Council.
- Provides input to City boards and departments as requested on all matters related to economic development.
- Serves as a point of contact for the City on economic development planning and development issues.
- Serves as a City liaison relative to economic development planning and development issues as they relate to the activities of business development, transportation issues related to economic development and funding resources for business development.
- Participates in regional planning activities and in regional efforts related to issues such as transportation, economic development, workforce development; confers with local, state, and

federal official; makes public presentations explaining economic development and planning issues and activities.

- Responsible for assisting the Board of Directors in the development of funding sources to sustain and increase Marlborough Economic Development Corporation's capacity to deliver economic development services to the Marlborough business community.

### **EDUCATION/BASIC KNOWLEDGE**

Bachelor's degree in Business Administration, Public Administration or Urban or regional economic planning and/or development or related field; or any equivalent combination of education and experience.

Ideal candidate must have comprehensive knowledge of the principles, practices and techniques of economic development, project financing, real estate and public relations. Knowledge of federal, state and local resources and regulations for economic development and redevelopment and the ability to effectively negotiate contracts and TIF agreements is required.

Knowledge of local zoning by-laws, TIF tax incentive program, applicable state statutes, rules and regulations. Requires a basic knowledge of site engineering with ability to read maps and plans. Strong oral and written communication skills required. Requires significant computer knowledge.

### **EXPERIENCE**

Five years of progressively responsible economic development planning and/or development experience; or three years of experience with a Master's degree in a related field.

**Salary Range:** Annual Salary range \$70,000 to \$85,000 based upon experience and applicable education credentials.

### **Responses**

Please send your resume and a cover letter to:

Marlborough Economic Development Corporation  
c/o Board of Directors  
91 Main Street, Suite 204  
Marlborough, MA 01752

**Or** - Email to:

[mwhalley@marlboroughedc.com](mailto:mwhalley@marlboroughedc.com)

(If you have questions, please ask via email)

**Deadline is 9/17/10**