

Position: President Organization: Shelton Economic Development Corporation (SEDC)

Location: Shelton, CT

Job Description: The President of the Shelton Economic Development Corporation reports directly to the Board of Directors and is pivotal in managing multiple contracts with federal and state agencies, the City of Shelton, and other organizations. This role is crucial for leading a comprehensive work program that includes:

- Downtown Revitalization
- Brownfields Redevelopment
- Infrastructure Programs
- Grants Management (Federal/State/Foundation)
- Project Planning
- Public Facility Planning and Construction Management
- Citywide and Regional Economic Development Services
- Riverfront Recapture and Riverwalk Program Planning
- Transportation Initiatives
- Business Development Technical Assistance

Responsibilities:

- Financial management of the corporation, including budgeting, contract compliance, and annual audits.
- Leadership in professional staff development, team building, and conflict resolution.
- Oversight of grant research, writing, and administration.
- Implementation of technology solutions to meet organizational and community needs.
- Representation of the agency to the public, press, and government officials.
- Engagement with diverse constituencies to foster regional economic development.

Qualifications:

- Bachelor's degree required; Master's preferred in Planning, Economic Development, Public Administration, or related field.
- 5-10 years' experience in economic development, municipal management, or related fields.
- Strong leadership qualities and non-profit management skills.
- Extensive knowledge of economic development, infrastructure management, and regional planning.

Challenges & Opportunities:

- Enhance the organization's development and reputation.
- Secure new funding sources and manage existing ones.
- Promote regional economic collaboration and development.
- Leadership development within the board and organization.

Characteristics of the Ideal Candidate:

- Proven expertise in economic development and organizational management.
- Strong budgetary and managerial acumen.
- Excellent interpersonal skills and the ability to engage with a variety of stakeholders.
- Success in grant writing and fundraising.

Compensation: Salary range: \$90,000 - \$105,000, negotiable based on experience. Includes benefits such as health insurance, retirement plan, professional memberships, mileage reimbursement, and a cell phone.

Application Process: Interested candidates should submit a resume and cover letter outlining their qualifications and experience relevant to the position's responsibilities. Applications are to be sent electronically to p.grimmer@sheltonedc.com.

Application Deadline: March 15, 2025