

**Job Title:**

Community Development Director

Purpose of Position:

Assisting in the mission of Hastings Economic Development Corporation to provide direction in making Hastings a community of choice for talented people and quality businesses. The position will be responsible for leading the effort in workforce, housing, and community development, providing initiatives as well as management of events and business development programs.

Essential Job Duties and Responsibilities:**Workforce Development**

Develop relationships with key stakeholders, including all area high schools and colleges, to develop and execute talent retention strategy and initiatives. Lead community effort to increase professional mentoring, job shadowing and internship programs. Manage, organize, and grow career pathway programs across multiple industries.

Business Development

Effectively communicate regularly with HEDC membership and board of directors. Collect, analyze, and distribute data on local businesses and properties to better understand and grow the local economy.

Assist with existing industry programs and provide administrative assistance and support to HEDC as needed.

Housing and Property Development

Manage commercial and housing projects, property and programs initiated by HEDC.

Marketing and Event Management

Assist with marketing plan for HEDC and Chamber of Commerce, including website and social media management, marketing material production. Plan, coordinate, and execute all public events on behalf of HEDC.

Skills and Qualifications:

- Bachelor's degree in business administration or marketing
- Strong written and oral communication skills
- Strong graphic design and web skills
- Excellent interpersonal skills
- Ability to influence and work collaboratively with others
- Ability to successfully manage multiple projects and tasks
- Ability to work with limited supervision in a fast-paced environment