

**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 Programs**

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.

**Housing and Property Development**

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

**Marketing Initiatives**

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

**Skills and Qualifications:**

- Bachelor's degree or comparable experience 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