

Community and Economic Development Director Job description

This is a full-time position that reports directly to the Borough Manager via oral and written reports. Key responsibilities include:

- Local and regional economic development, support and research
- Supervision and collaboration with the Haines Borough Pool Manager, Haines Borough Tourism Director, and engagement with Haines Borough Parks and Recreation Advisory Committee
- Community and business outreach, and Haines Borough public relations
- Special projects coordination and management
- Grant writing and administration
- State and federal representation, advocacy and communication

Nature of Work:

The Community and Economic Development Director performs a variety of administrative, technical and professional work in preparation and implementation of economic and community development plans, programs, and services outlined in the Haines Borough 2025 Comprehensive Plan and directed by the manager.

This full-time position is responsible for working closely with the Borough Manager, Commerce Committee, Planning Commission and others to promote sustainable business and economic development interests within the community and region. This position will include working with all borough departments and community organizations, such as the Chamber of Commerce, in providing guidance to individuals and companies to establish, relocate or expand their businesses within the community. The position will include assistance in the planning and coordination of community development projects, assisting business and residential applicants with local and state permitting processes, and providing research for Borough-sponsored projects. This position reports directly to the Borough Manager.

Essential Duties and Responsibilities:

The Community and Economic Development Director directs economic development initiatives to achieve the goals and objectives outlined by Haines Borough 2025 Comprehensive Plan

The Community and Economic Development Director provides assistance in the development of short and long-term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals

Preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed

Provides professional economic development advice, assists in the application and permitting process, and serves as an advocate for economic development in line with the 2025 Haines Borough Comprehensive Plan, zoning ordinances, and goals as established by the Haines Borough Assembly

Assists in the sale of Borough land, the orderly development of projects within the parks and works closely with the Haines Borough Chamber of Commerce to identify areas of concern in the promotion of business location and expansion within the community

Maintains a liaison with various local, state, and federal agencies, coordinating projects with agencies as deemed necessary and appropriate,(i.e. Department of Natural Resources, Bureau of Land Management, Alaska Department of Economic and Community Development, Alaska Industrial Development and Export Authority, Alaska State Parks, etc.)

Provides information and/or makes presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans

Becomes familiar with the existing inventory of available buildings and business and residential development sites within the community, including both public and private buildings and land areas

Assists with developing grant proposals and applications, contracts and other necessary documents as may be required for necessary community services

Works with state and federal lawmakers to advocate for, and implement Haines priorities

Attends the Haines Borough Parks and Recreation Advisory Committee meetings

Supervises Parks and Recreation Department, including Community Youth Development

Supervises and collaborates with the Haines Borough Pool Manager to reach

Supervises and collaborates with the Haines Borough Tourism Director to reach goals outlined in the annual marketing plan

Mission statement of the Haines Borough Community and Economic Development Director

Pursue and implement initiatives to achieve a strong, vibrant, and diversified local economy while protecting the natural environment, and the quality of life of residents.