

**Job Title: Economic Development Director****Location:** Woodstock, Vermont**Job Type:** Full-Time**Salary:** \$85,000-\$95,000 annually**Reports To:** Municipal Manager

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**General Purpose:**

Woodstock is entering a transformative new chapter. With the recent successful acquisition of our local water company, we've secured a vital resource for long-term sustainability and growth. Now, we're moving quickly to expand housing and unlock new opportunities for residents and businesses.

We are seeking a dynamic and strategic Economic Development Director to help shape this future. This is a pivotal role—one that will directly influence the economic resilience and prosperity of our community. If you're passionate about building stronger, more vibrant towns through smart planning, bold partnerships, and inclusive development, we invite you to be part of this exciting journey.

Woodstock, Vermont offers a unique blend of scenic beauty, vibrant community and relaxed lifestyle. The picturesque landscapes and outdoor recreational opportunities including hiking, skiing, and biking foster a balanced work-life environment. Woodstock's strong sense of community encourages networking and collaboration. Its charming downtown features local shops, restaurants and cultural events. Additionally, the town's commitment to sustainability and local business creates an inspiring atmosphere for innovation and growth.

Benefits of working for the Municipality of Woodstock include:

- Culture of public service and a commitment to work/life balance.
- Competitive wages.
- Health, Dental, and Vision Insurance (FY25 the Municipality pays 93% of the cost of Health insurance and 100% of other insurance premiums for employee and their family).
- Vermont Municipal Employees Retirement System (VMERS) - includes employer and employee contributions.

- 10 days of paid vacation earned per year.
- 15 days of paid sick leave earned per year.
- 12 paid holidays per year.
- Two paid personal days per year (16 hours).
- The Municipality provides short term disability, long term disability, life, and AD & D insurances to eligible employees.
- Wellness Benefit - The Municipality pays 75% of an employee's membership to the Woodstock Recreation Center's Fitness Center or Woodstock Athletic Club bought each quarter.
- Employee Development – The municipality encourages employees to continue their education and currently offers a reimbursement program for 100% of the direct costs of the course or program that an employee is enrolled in.

APPLY BY: Submit your resume, cover letter and three professional references by the priority deadline, Friday, June 6, 2025. A review of applications will be carried out on a rolling basis. This recruitment will remain open until filled.

For assistance with application process, please contact Stephanie Appelfeller, Chief of Staff at 802-356-2117 or email [sappelfeller@townofwoodstock.org](mailto:sappelfeller@townofwoodstock.org).

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### **Position Overview:**

The Town of Woodstock, Vermont, seeks a dynamic and experienced **Economic Development Director** to lead initiatives that enhance the town's economic vitality, support local businesses, and promote sustainable growth. This is a full-time position requiring a strategic thinker with strong community engagement skills, a passion for economic development, and the ability to foster partnerships among businesses, government, and community organizations.

### **Key Responsibilities:**

- Work with developers to identify and execute opportunities for housing growth in Woodstock in service of growing Woodstock's Grand List.
- Promote retention and expansion of business within Woodstock, identify impediments to business retention and expansion, and coordinate with local, regional and state partners to address needs and challenges of the business community.
- Collaborate with the Marketing Coordinator to enhance Woodstock's appeal as a place to live, work, and visit.
- Identify, secure and implement grants and funding opportunities that support economic development and community growth projects.

- Collaborate with regional and state economic development organizations to leverage resources and opportunities.

### **Qualifications, Knowledge & Skills:**

*An equivalent combination of education and experience may be considered, provided that the education and experience are in a relevant and related field.*

- Bachelor's degree in urban planning, business administration, economics, public administration, or a related field with five (5) or more years of experience in economic or community development, real estate, and planning, or related experience.
- Knowledge of principles and practices of economic development, marketing, real estate, and alternative financing.
- Knowledge of business retention and recruitment programs in sectors such as hospitality, agritourism, retail, outdoor recreation, and the restaurant industry.
- Knowledge of grant writing and municipal government operations.
- Strong professional network within Vermont.
- Excellent communication, negotiation, and relationship-building skills.
- Ability to work independently and collaboratively with stakeholders.
- Ability to communicate effectively and persuasively in a variety of situations, prepare clear and comprehensive written reports, and perform basic mathematical calculations.
- Ability to manage assigned responsibilities with competing demands, changing priorities, and required timelines.
- Ability to work confidentially with discretion regarding economic development projects.
- Ability to attend evening meetings as required.

### **Supervision:**

This position will report to the Municipal Manager.

### **Compensation & Benefits:**

\$85,000 - \$95,000 based on experience. This position will be funded by the Economic Development and Community Fund.

### **Application Process:**

Interested candidates should submit a resume, cover letter, and references to Stephanie Appelfeller at [sappelfeller@townofwoodstock.org](mailto:sappelfeller@townofwoodstock.org). Applications will be accepted until June 6, 2025, with interviews scheduled on a rolling basis.

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**The Municipality of Woodstock is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

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This job description is intended to provide a general overview of the responsibilities and qualifications required for the role. Other duties may be assigned as needed to support the Municipality's efforts.

For more information about Woodstock and this position, visit [www.townofwoodstock.org](http://www.townofwoodstock.org).