



Town of Needham
Office of the Town Manager & Select
Board

Job Posting

Title: Director of Economic Development
Position: Full-time, Salary
Schedule: Monday, Wednesday, Thursday, 8:00 am – 5:00 pm;
Tuesday, 8:00 am – 6:00 pm; Friday, 8:00 am – 12:30 pm
(37.5 hours/week); evening and weekend availability needed
to support committee work and/or Town-run community
events
Salary Range: \$83,702 - \$100,521 / year

The Town of Needham seeks a dynamic professional to join the team in the full-time position of **Director of Economic Development**. Reporting to the Deputy Town Manager, this position is responsible for directing, coordinating, and administering economic development efforts and growth, as well as communications strategies for the Town of Needham. A key relationship builder, this role serves as the Town's liaison to the business community to identify and implement strategies to attract, recruit, and retain commercial and industrial entities in Needham and related activities, including arts and cultural initiatives.

Some remote schedule flexibility available after completion of probationary period.

CON #26031

Duties and Responsibilities (these duties are a general summary and not all inclusive):

- Serve as the Town's liaison to the business community, cultivate relationships with business owners and commercial property owners to understand their needs, opportunities, and challenges; represent the Town in informal meetings with business community.
- Develop and implement short-and long-term economic development strategies, public/private partnerships, business assistance programs for existing and prospective businesses, and research and apply for grant opportunities to achieve goals that foster economic development in the Town.
- Develop and implement marketing strategies utilizing latest economic trends for business attraction, expansion, and retention; recommend adjustments in programs, activities, and policies/procedures to further economic development goals; establish and maintain community profile and real estate inventory.
- Identify economic development issues, problems, and alternatives; work with Town departments and the Deputy Town Manager to streamline and increase the accessibility and transparency of permit and licensing processes.

- Serve as staff support for Council of Economic Advisors, Needham Council for Arts and Culture, and Needham Community Revitalization Trust Fund; work in collaboration to help implement Town's Arts & Culture Action Plan.
- Support Town-run community events as needed; identify opportunities to engage local businesses in community events; maintain partnerships with local, state, and federal agencies and groups in support of economic development; and provide backup to the Director of Communications and Community Engagement by fielding inquiries from local media and creating content for the Town's communications channels including press releases, websites, social media, e-newsletters, and more.
- Performs other duties as assigned

Requirements:

The following requirements may be substituted by any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the job:

- General knowledge equivalent to a bachelor's degree in business administration, public relations, planning, or a related field.
- Four (4) to six (6) years of experience in economic development or a related field.
- Valid MA Driver's License.
- Knowledge of economic development and business retention/expansion practices and techniques preferred.
- Knowledge of grants and incentives from government agencies that support the business community and economic growth preferred.
- Ability to communicate tactfully and effectively with a variety of stakeholders.
- Skill in organization, attention to detail, and building and maintaining business relationships.

How to Apply:

To apply, [please submit your resume and cover letter via our applicant portal](https://www.governmentjobs.com/careers/needhamma/jobs/5149675/director-of-economic-development?pagetype=jobOpportunitiesJobs).
URL: <https://www.governmentjobs.com/careers/needhamma/jobs/5149675/director-of-economic-development?pagetype=jobOpportunitiesJobs>

Applications will be accepted until **11:59 PM on December 14, 2025**.

The Town of Needham is an Equal Opportunity Employer and is committed to fostering an inclusive and encouraging workplace. There shall be no discrimination on the basis of race, age, gender, national origin, disability, religion or belief, sexual orientation, marriage/civil partnership, pregnancy/maternity, veteran status, or any other protected class. We are an inclusive organization and actively promote equality of opportunity for all with the right mix of talent, skills, and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone.

The Town of Needham will endeavor to provide reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at tswanson@needhamma.gov.