



**ECONOMIC DEVELOPMENT DIRECTOR  
FOR THE BOROUGH OF KENNETT SQUARE  
& KENNETT TOWNSHIP**

The Borough of Kennett Square and Kennett Township, Chester County, PA through the Main Street Organization, Historic Kennett Square (HKS), are seeking qualified applicants for the position of Economic Development Director. Known as the Mushroom Capital, Kennett Square is located in southeastern PA and is in close proximity to Philadelphia, Delaware and Maryland. The Kennett area has a thriving business district and is experiencing growth through development and redevelopment. Area features include Longwood Gardens, Brandywine River Museum of Art, famous Talula's Table Restaurant and the Brandywine Battlefield. HKS was recently named fourth best performing Main Street Organization in Pennsylvania and is committed to keeping the Kennett area a thriving economic and cultural center. The Economic Development Director reports directly to the Executive Director and is responsible for implementing the recently completed Kennett Region Economic Development Study as well as assisting in the planning and coordination of community development projects. A full job description is available at [www.HistoricKennettSquare.com](http://www.HistoricKennettSquare.com). Applicants are required to have considerable experience in economic and community development, working knowledge of municipal zoning and a Bachelor's Degree, preferably in economic and community development or a related field. HKS offers an attractive salary and benefit package. Please send resume and three (3) professional references electronically to Mary Hutchins, Executive Director, at [Mary@HistoricKennettSquare.com](mailto:Mary@HistoricKennettSquare.com) or via mail to 106 W. State Street, Kennett Square, PA 19348 by August 7, 2017

## **JOINT ECONOMIC DEVELOPMENT DIRECTOR:**

Historic Kennett Square, in partnership with Kennett Township and the Borough of Kennett Square, is seeking an individual to manage the newly formed Economic Development Office.

### **Nature of Work:**

Performs a variety of administrative, technical and professional work in preparation and implementation of economic and community development plans, programs, and services.

This full-time position is responsible for working closely with the Offices of Historic Kennett Square and the Economic Advisory Committee and Municipal Staff in promoting the business and economic development interests within the community.

The position will be focused on the implementation of the [Kennett Regional Economic Development Study](#), as well as assistance in the planning and coordination of community development projects.

### **Essential Duties and Responsibilities:**

- Directs economic development initiatives to achieve the goals and objectives outlined by the Economic Development Plan and guided by the Economic Development Advisory Committee.
- 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. This will involve the preparation and understanding of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, and the coordination with other departments, committees, and agencies as needed.
- Provides professional economic development advice, assist in the application and permitting process, and serve as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals as established by Economic Development Advisory Committee.
- Maintains a liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate, i.e. DEP, HUD, Chester County Economic Development Council.
- Provides information and/or make 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. This will include both public and private buildings and land areas.
- Prepares grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.
- Implementation of various municipal initiatives, and providing research for municipal sponsored projects.
- Works to formulate and implement marketing and business attraction strategies.
- Monitors legislation and regulations relating to economic development, and report findings to the appropriate impacted parties.
- Maintains strong working relationships with the general public, area businesses, clients, the media, and others.

**Training and Experience Required:**

- Considerable experience in economic and community development, including administrative responsibility; graduation from a four-year college or university, preferably with specialization in economic and community development or a related field; or any equivalent combination of experience and training.
- Considerable knowledge of business development, community, and economic development.
- Working knowledge of municipal zoning and infrastructure, and planning programs and processes.
- Ability to communicate effectively to groups and individuals, engineers, architects, contractors, developers, businesses, supervisors, employees, and the general public.
- Ability to establish working relationships with other organizations and economic development practitioners.
- Ability to prepare written and graphic materials; to compose clear and concise reports; to prepare and make presentations; and to communicate effectively, orally and in writing, with citizens, professional peers and elected officials.

**To Apply:**

Please send resume and three (3) professional references electronically to Mary Hutchins, Executive Director, at [Mary@HistoricKennettSquare.com](mailto:Mary@HistoricKennettSquare.com) or via mail to 106 W. State Street, Kennett Square, PA 19348 by August 7, 2017.