Charter Township of Oscoda

DATE: August 27th 2019

POSITION: Economic Improvement Director

QUALIFICATIONS: Bachelor’s Degree in public administration, planning, or related field required (Master’s preferred), with five years’ experience or combination of experience / training to provide required skills, knowledge/abilities; Economic Development Finance Professional (EDFP) Certification or Certified Economic Developer (CED) Certification preferred. Must be able to travel inside and outside of the United States – possess a valid driver’s license and passport; will be subject to an extensive background investigation.

POSITION SUMMARY: The Charter Township of Oscoda is planning for the future! Be a part of the exciting changes taking place in the Township as its Economic Improvement Director. Help maintain a positive and diverse business environment providing residents, business owners, industrial partners, and visitors alike with a Quality Township / Quality Life.

This position will serve the Charter Township of Oscoda as an independent contractor (Annual Contract Ranging $85,000 - $125,000 DOQ), will direct the Township’s Economic Improvement Committee, will keep the Township Board and Township Administration apprised of all economic improvement activities. The Township Superintendent reports directly to the Township Board and ultimately serves as the Township’s Chief Economic Development Officer; the Economic Improvement Director facilitates the Township’s initiatives associated with business retention, business expansion, and the attraction of new business. Duties will include implementation of the Township’s Economic Development Strategy, Downtown Redevelopment Strategy, the Township’s Marketing Strategy and Branding System, the Township’s Communications Plan, qualify and retain MEDC’s Redevelopment Ready Communities Certification, oversee all Brownfield Redevelopment Authority activities, and encourage investment in the Township’s Opportunity Zone. The Economic Improvement Director will implement development strategies with the Township’s industrial partners as well as the Oscoda-Wurtsmith Airport Authority, market the Township to new businesses and lead business attraction efforts, work to retain and expand existing businesses to maintain a strong and diverse economic base.

OTHER KNOWLEDGE, SKILLS, and ABILITIES: The Township is seeking applicants with demonstrated success in economic improvement activities; demonstrated success obtaining grants to support initiatives; strong networking and interpersonal skills are a must; ability to develop and make effective and persuasive presentations and speeches to small and large groups; ability to read and analyze complex documents; ability to define problems, collect data, establish facts and draw valid conclusions; ability to respond effectively and quickly to sensitive inquiries; excellent time management and organizational skills. Must maintain familiarity with development strategies and current best practices to keep the Township growing and improving. Develops & manages all development / redevelopment programs, including grant writing / administration.

TO APPLY: Please send your resume, cover letter, and 5 professional references to Dave Schaeffer superintendent@oscodatownshipmi.gov

No phone calls please