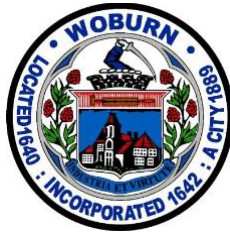


# City of Woburn



## Economic Development Manager

Woburn, MA (40,876 pop.), is a New England city with industrial roots that has thrived over the years. The Woburn of today is a mix of quiet residential neighborhoods, vibrant office and industrial parks, and wooded conservation areas, such as the Horn Pond Reservation, Forest Park, and Shaker Glen. As a result of its long history,



virtually all the historic architectural styles typical of New England are found here. Woburn is located about 10 miles northwest of Boston, nearly at the head of the Mystic River Valley and roughly halfway between Lowell and Boston. The city is bordered by the towns of Wilmington on the north, Stoneham and Reading on the east, Winchester on the South, and Burlington and Lexington on the west. First settled in 1640 and incorporated as a distinct township in 1642, it is thus one of the oldest and most historic communities in New England. Colonial Woburn also once encompassed the modern Massachusetts towns of Wilmington, Burlington, and Winchester, but these communities eventually broke off into separate townships in

1730, 1799, and 1850, respectively. Residents enjoy living in Woburn due to the many opportunities that exist for families, including a school system that has been highly successful over the years, a wide range of recreational facilities for all ages, and favorable tax rates.

The business community in Woburn is a major thread in the fabric of the City. The Woburn Chamber of Commerce seeks to assist businesses in working with the City to strengthen the relationship and allow commerce to grow and be successful. This provides a strong core with which this position can work.

Woburn is creating the position of Economic Development Manager to grow the City's relationship with the business sector and to advance the City's economic development activities, strategies, and goals to recruit and retain businesses to increase the tax base. The City currently has a strong base of commercial and retail development and is home to many businesses in the biotechnology/life sciences industry. It is also home to the Anderson Regional Transportation



Center with MBTA and Amtrak train service as the Logan Express terminal and has great regional highway access via Interstates I-93 and I-95/Route 128.

The position will work with multiple stakeholders to maintain economically vibrant business districts to strategically position the City to successfully compete regionally for economic development. Woburn seeks to make use of its opportunities to work with local businesses and various agencies to continue to improve the relationships that have been developed.

### Important Links:

- [City of Woburn](#)
- [Woburn Chamber of Commerce](#)
- [DLS Woburn-at-a-Glance](#)
- [Housing Production Plan](#)
- [Zoning Code](#)



The position will be a part of the Planning Department and will report to the Planning Director, who reports directly to the Mayor. The Planning Director is a seasoned professional who is working with the Mayor to find ways to improve on the success the City has experienced over the years in developing its commercial base. Mayor Scott Galvin is in his sixth term and is noted for his capacity to develop partnerships and has led the City in achieving a AAA bond rating. The position will work with the Planning Director to support the Planning Board, Woburn Redevelopment Authority (WRA), and the Mayor's Office. Working with this team is an opportunity for an experienced person as well as a person looking to advance their municipal career. The seven-member Planning Board is appointed by the Mayor as well as four of the five WRA members. The Chair of the WRA is appointed by the Governor.

To serve as Economic Development Manager, Woburn is seeking a skilled and experienced professional with strong communications skills who is knowledgeable in strategies for economic development, is skilled at grant writing and management, and is highly organized. Preferred candidates will have a bachelor's degree in public or business administration or urban planning and at least three years of progressively responsible experience in municipal economic development, real estate development, or any equivalent combination of education and experience.

**Annual Salary: \$90,000 +/- DOQ.** The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. The City of Woburn is an Equal Opportunity Employer.

### The Ideal Candidate

- Bachelor's Degree in public or business administration and at least 3 years of job-related experience, or any equivalent combination of education and experience.
- Experience in the municipal sector, particularly in Massachusetts, is preferred.
- A solid knowledge base for economic development. The ability to grow within the area and help transform Woburn's approach.
- Working knowledge of municipal finance and accounting to prepare budgets.
- Effective customer service and communication (oral and writing) skills.
- Highly organized, collaborative, courteous, approachable, team-builder.
- A person who can communicate and assist in developing a strategy to retain and attract new development.
- Skills in developing databases and conducting research and reports as needed.
- Valid Driver's License.

### How To Apply

Send cover letter and résumé via email, in a single PDF, by October 11, 2022, 3:00 p.m. EST to:

[Apply@communityparadigm.com](mailto:Apply@communityparadigm.com)

**Subject: Woburn  
Economic Development Manager**

Questions regarding the position should be directed to:

John Petrin, Senior Associate  
Community Paradigm Associates  
[JPetrin@communityparadigm.com](mailto:JPetrin@communityparadigm.com)  
781-552-1074

*The City of Woburn is an Equal Opportunity Employer.*