



## Town of Clifton, Virginia

### Job Posting

The Town of Clifton, Virginia is seeking a **Director of Economic Development, Communication, and Marketing** to develop and support programs and initiatives that highlight the Town of Clifton's unique identity. This individual will work closely with the Mayor, the Town Clerk, the Town Treasurer, the Town Council, Town Committee members, Citizens, local businesses and vendors.

In the area of Economic Development, this individual will:

- Serve as the general ombudsman to businesses interacting with the Town
- Create and/or supports programs, events, fundraisers, and initiatives that support the business community and the Town of Clifton's unique identity
- Work to integrate businesses with community events
- Oversee the management of Town facilities and properties including general maintenance
- Coordinate with appropriate authorities for maintaining parking, sidewalks, streets, stormwater, sewer, and other infrastructure
- Manage the documentation of Historic Properties
- Develop and maintains a business directory

In the areas of Communication & Marketing, this individual will:

- Manage a comprehensive program to keep residents, business owners, visitors, and media aware of Town policies, activities, and accomplishment
- Manage printed and digital publications to keep the community informed
- Develop press releases and responses to media queries
- Work with the Town Council and Town Clerk in managing website content and social media management
- Develop and maintain a resident directory.

As a condition of employment, this individual is required to complete [the Virginia Department of Transportation \(VDOT\) Locally Administered Projects \(LAP\) Qualification Program](#) by May 17, 2024 in support of the Clifton Streetscape efforts.

This is a full-time salaried position (\$40,000 annually) with the expectation of 30 hours per week with an expected start date of April 16, 2024. To apply, submit a resume and cover letter highlighting interest and relevant experience to the Town Clerk via email: [clerk@cliftonva.gov](mailto:clerk@cliftonva.gov) by April 10, 2024.