



Town of Hampton
Economic Development Director
Job Description
Non-Affiliated

Department: Administration
Reports to: Town Manager

Date: January 2026

JOB SUMMARY

Coordinates the town's economic development efforts to attract new and expanding businesses. Responsible for advising Town Manager on long-range economic forecasting and analysis, and develops and evaluates economic data, reports, and studies on the financial impact of various economic, social, and political changes within the town.

Employee is expected to make and foster extensive business contacts and relationships with a goal of generating business growth, tax base expansion and quality job creation within the Town of Hampton. The Economic Development Director must have a strong knowledge of corporate-level marketing, business administration and finance, real estate, and commercial land development.

SUPERVISION RECEIVED

Works under the direct supervision of the Town Manager who outlines departmental policy, makes work assignments, and evaluates work. Performs duties with a high degree of independence, exercising judgment and excellent skill and tact in fostering relationships with new and existing businesses, and local and state officials.

SUPERVISION EXERCISED

None

ESSENTIAL JOB FUNCTIONS

(The essential functions, or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Solicit new businesses and development to the community through written correspondence, conference calls, video conferencing, social media, marketing techniques, and/or in-person visits with C-suite executives, site selectors, and developers.
2. Assist existing Hampton businesses with growth and development planning.
3. Identify sites available for development and potential redevelopment and provide clear analysis of their limitations and recommendations to increase their viability.

4. Establish relationships with key property owners and commercial real estate brokers to assist them in effectively maximizing their property's potential for development/redevelopment.
5. Write detailed reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others.
6. Prepares and updates an Economic Development Plan based on Select Board's economic development priorities.
7. Develop, implement and manage multi-platform marketing plan with a distinct Hampton "brand".
8. Works with Planning and Building Department staff by identifying regulatory or procedural impediments to successful economic development; suggest alternatives for improvement.
9. Finds, creates, submits, and manages economic development grant and incentive opportunities on behalf of the town and oversees grant reporting;
10. Assists in the development and maintenance of an economic forecasting model for the town, by working with other departments to develop, analyze, and forecast key economic indicators.
11. Prepares annual budget; monitors expenses and ensures compliance with fiscal policies.
12. Conducts market surveys of available office and industrial space.
13. Works with Federal, State, regional, and local economic development agencies to protect and strengthen local tax base and local economy.
14. Responds to inquiries courteously and promptly.

Performs other related duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

1. Comprehensive knowledge of the current principles and practices associated with economic development within a municipality;
2. Comprehensive knowledge of business administration and economic principles related to market trade;
3. Comprehensive knowledge of the history of economic conditions within the Town of Hampton and surrounding areas;
4. Comprehensive knowledge of effectively and publicly communicating presentations, projects, and ideas;
5. Ability to handle confidential materials from business organizations with tact and discretion;
6. Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
7. Ability to understand and follow oral and/or written policies, procedures and instructions;
8. Ability to prepare and present accurate and reliable reports containing findings and recommendations on potential development issues;
9. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
10. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
11. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
12. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; and
13. Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

MINIMUM REQUIREMENTS

Bachelor's degree (Master's degree preferred) from a four-year college or university with major course work in economics, statistics, business or public administration, or closely related field; and five years progressively responsible experience in economics or in performing work related to economic impact analysis, long range forecasting, or economic development; or any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Drivers License
Certified Economic Developer (desired).
New Hampshire Real Estate License (desired).

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment is typical of a professional office, and the noise level is usually quiet. Work is often performed outdoors, and employee can be subjected to adverse weather conditions.