TOWN OF GROTON
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Select Board

Peter S. Cunningham *Chair*
Rebecca H. Pine, *Vice Chair*
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John F. Reilly, *Member*
Matthew F. Pisani, *Member*

Town Manager
Mark W. Haddad

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Part-Time (12 month) Economic Development Director
Town of Groton | $50 per hour | 15 hours per week

The Town of Groton seeks a motivated Economic Development Director to support local businesses, attract commercial investment, secure grant funding, and promote Groton as a great place to do business, shop, dine, and visit.

This is a 12-month pilot position, with a performance review after six months. Success will be measured by funding secured, business development, marketing effectiveness, and the position's ability to support its continued cost. Continuation depends on performance, funding availability, and required Town approvals and appropriations.

Reporting to the Town Manager, the Director will collaborate with Town departments, committees, and community partners to advance economic development priorities.

Key Responsibilities

- Identify and secure grants from federal, state, regional, and private sources.
- Support existing businesses and attract new commercial investment.
- Identify opportunities to revitalize commercial districts and expand the commercial tax base.
- Promote local businesses, events, and attractions through social media and other marketing.
- Establish measurable goals and report on funding, business outreach, and results.
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Qualifications

Bachelor's degree in a related field and 3–5 years of relevant experience, or an equivalent combination of education and experience. Grant writing and funding procurement experience strongly preferred. Candidates should have excellent communication, research, organizational, and interpersonal skills; be able to work independently; and hold a valid driver's license. Municipal government and social media marketing experience are desirable.

To apply, please send cover letter and resume by mail to Human Resources Director, Town Hall, 173 Main St., Groton, MA 01450 or by email to humanresources@grotonma.gov For questions please call 978.448.1145. Job description is available by request.

Deadline for applications: November 13, 2026

The Town of Groton is an Equal Opportunity Employer