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# DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT

**WEST CHESTER TOWNSHIP, OHIO**

Anticipated Hiring Range:

**\$112,000–\$120,000 DOE/DOQ\***

*\*Opportunities for future salary advancement are available up to the position's maximum of \$157,000.*

**WEST CHESTER TOWNSHIP, OHIO** is seeking a collaborative and innovative **Director of Community and Economic Development** to lead its planning, zoning, and economic development functions at a pivotal moment in the community's growth. Reporting to the Township Administrator, this leader plays a central role in planning for the future of the Township by setting long-term land use and economic development strategies, overseeing 10 staff, managing an annual operating budget of \$1.8 million, and advancing major initiatives that will shape West Chester Township for years to come.

The Director provides day-to-day leadership over planning, zoning, and economic development activities and works directly with developers and in close collaboration with boards and commissions. In this role, the Director serves as a trusted partner to elected officials, developers, regional and state stakeholders, and the community. The ideal candidate is a strategic, customer-oriented leader with strong planning and economic development experience who can build relationships, lead teams effectively, and balance community priorities with long-term economic vitality. ***Lead the vision for growth, development, and community impact, apply today!***



# THE COMMUNITY & THE TOWNSHIP

**WEST CHESTER TOWNSHIP, OHIO IS RECOGNIZED** as one of *America's Best Places to Live* and one of Ohio's *Best Communities to do Business*, offering an exceptional blend of economic vitality, thoughtful growth, and high quality of life. Home to approximately 67,000 residents across nearly 35 square miles, the Township is known for its affordable and diverse housing options, highly-rated schools, strong local services, and a business-friendly environment that supports more than 3,600 companies. Residents enjoy outstanding amenities, including over 400 acres of Township parkland and access to the expansive Voice of America MetroPark, along with trails, sports facilities, two concert series, farmers markets, festivals, and a growing dining and entertainment scene. Located just 25 minutes north of downtown Cincinnati, West Chester offers convenient access to major cultural institutions, professional sports, and an international airport. The local economy is driven by advanced manufacturing, healthcare, logistics, corporate headquarters, professional services, and technology-oriented industries, making West Chester an attractive place to live, work, and explore.

West Chester Township's government is service-oriented and dedicated to meeting the needs of residents, businesses, and visitors across its diverse community. At the highest level, governance is provided by an elected Board of Trustees and an elected Fiscal Officer, supported by a Township Administrator who oversees daily operations and implements policy direction set by the Board. The organization is structured into ten business units with 287 employees that deliver core services, including public safety (police and fire/EMS); community development and planning; infrastructure, parks and recreation; finance; and administration—all designed to maintain high service standards, transparency, and fiscal responsibility. West Chester Township places a strong emphasis on customer service and community engagement, offering a wide range of programs, services, and resources, and actively supports economic growth through planning, zoning, and development initiatives. Its strong organizational culture emphasizes professionalism, collaboration, operational excellence, and responsiveness to community needs.

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# THE DEPARTMENT

## THE COMMUNITY DEVELOPMENT DEPARTMENT

serves as the central point of support for residents, businesses, and developers, responsible for zoning, permitting, property use, code enforcement, and economic development within the community. The Department works closely with property owners, business leaders, and regional partners to promote growth, streamline development processes, and ensure that land use aligns with the Township's long-range plans and quality-of-life goals.



# THE JOB

## THE DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT

provides strategic and operational leadership for West Chester Township's planning, zoning, and economic development functions, planning for the future of the community through long-range land use and economic strategies. Reporting to the Township Administrator, the Director oversees a team of 10 staff and manages an annual operating budget of \$1.8 million, including planning and zoning staff who interact directly with the public. The Director serves as the primary liaison to the Board of Trustees and planning and zoning bodies, and works directly with developers as well as regional and state partners. The role plays a key part in fostering West Chester Township's business climate by supporting business attraction and retention efforts, collaborating with stakeholders, advancing initiatives that strengthen economic vitality and community character, negotiating development agreements, overseeing land use and zoning updates, managing consultants on major redevelopment projects, and representing the Township with regional and state economic development organizations.

# THE IDEAL CANDIDATE

**T**HE IDEAL CANDIDATE IS A HIGHLY PROFESSIONAL, collaborative, and hands-on leader with demonstrated experience in land use planning, economic development, and community development. They bring a strategic and customer service mindset, and serve as a trusted partner to elected officials, executive leadership, staff, developers, and the community. The successful candidate will be an effective people manager who can set and advance the organization's strategic vision while leading and holding staff accountable. They will demonstrate emotional intelligence in navigating diverse perspectives, meet individuals where they are, and advocate for their team while aligning with organizational priorities. Strong communication and presentation skills are essential, including the ability to develop and clearly articulate recommendations to boards, commissions, and stakeholders. The ideal candidate understands the long-term impact of planning and economic development decisions on the community, balances economic realities with community goals, and demonstrates a strong commitment to customer service. Proven relationship-building skills and adaptability are critical, while strong financial and analytical skills related to development projects are desirable.



## *The ideal candidate will also have the following core competencies...*

**Learning Agility:** Learns quickly and effectively to understand new policies and development challenges, adapting approaches to guide planning, zoning, and economic development initiatives in a dynamic environment.

**Strategic Thinking:** Develops and advances long-term land use, community planning, and economic development strategies that align with Township goals, balance competing priorities, and support sustainable growth.

**Customer Service:** Delivers a high level of service to residents, businesses, and developers by providing clear guidance, timely responses, and solutions-oriented support while upholding Township standards and community values.

**Team Management:** Leads, develops, and holds staff accountable through clear expectations, collaboration, and professional mentorship, fostering a high-performing, engaged team that effectively serves the community.



# MINIMUM QUALIFICATIONS

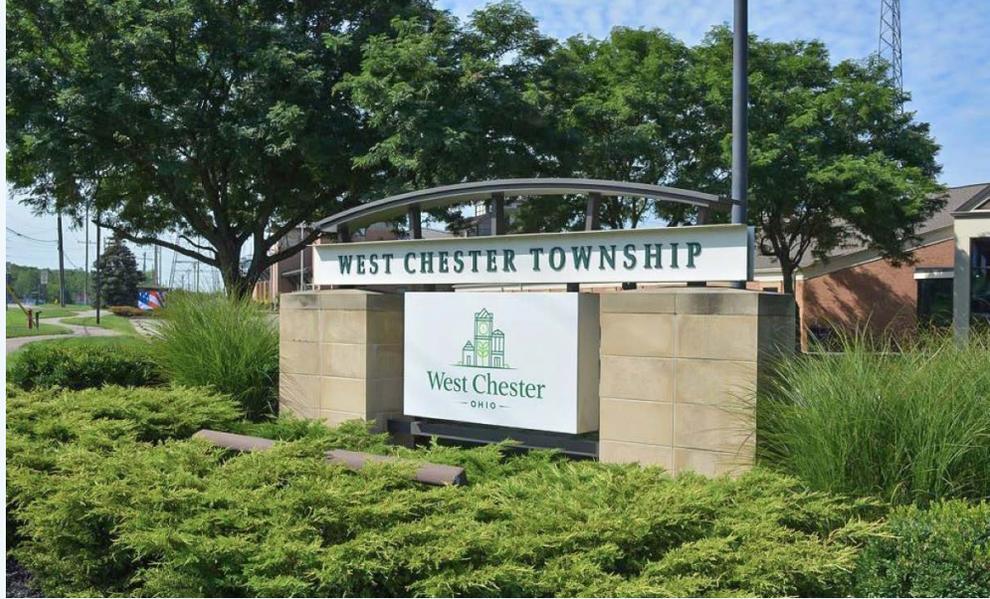
**Education:** Bachelor's degree in business administration, economics, urban planning, public administration, or a related field.

**Experience:** 5–7 years of progressively responsible experience in one or more of the following:

- Community Development
- Planning / Zoning / Land Use
- Economic Development
- Redevelopment / Development Services
- Public or private-sector development roles with municipal interaction

**Substitution:** Advanced education, management certifications or extensive experience in the field may be substituted for education and/or experience.

**PREFERRED.** Preferred qualifications include Master's degree in Business Administration or Public Administration, three (3) or more years of director level experience, and prior experience in a township, municipal, or government setting.



## UPCOMING PROJECTS & OPPORTUNITIES

### MASTER PLAN

Lead the development of a comprehensive master plan to guide long-term land use, growth, and community development priorities, aligning future investment with the Township's vision and values.

### MIXED-USE REDEVELOPMENT PROJECT

Oversee planning and implementation for a newly acquired 75-acre site envisioned as a mixed-use destination with a central green space, supporting economic development, placemaking, and long-term community benefit.

### UPDATES TO THE LAND USE PLAN

Direct updates to the Township's land use plan to reflect evolving community goals and development opportunities, ensuring consistency with zoning regulations and strategic priorities.



# SALARY & BENEFITS

Anticipated Hiring Range: **\$112,000–\$120,000 DOE/DOQ\***, **PLUS** an excellent benefits package that includes: medical, dental, vision, voluntary accident and critical illness benefits, life insurance, HSA/FSA, and health reimbursement arrangement. For detailed information, **please visit here.**



**Relocation Assistance:** Available on a case-by-case basis.

# HOW TO APPLY

For first consideration, apply by **FEB. 18** at:

WBCP JOB BOARD



**SAVE THE DATES.** Round one virtual interviews will take place on **MARCH 12**. Finalists will move forward to round two in-person interviews on **MARCH 23**. *Selected candidates must be available for both dates.*

**QUESTIONS?** Please contact your recruiter, **Levi Kuhlman** or **Wendi Brown**, with any inquiries: [levi@wbcpinc.com](mailto:levi@wbcpinc.com) or [wendi@wbcpinc.com](mailto:wendi@wbcpinc.com) **541.664.0376** (direct) | **866.929.9227** (toll-free)