

EXECUTIVE DIRECTOR – EDIC/LYNN

The Economic Development & Industrial Corporation of Lynn (EDIC) Board of Directors seeks a highly motivated and experienced individual to serve as Executive Director and lead a multi-faceted economic development agency. The successful candidate will serve as a lending officer and project coordinator and will play a central role in advancing the City of Lynn’s economic development agenda.

The ideal candidate will have knowledge in small business lending, a working knowledge of federal and state economic development programs, and demonstrated expertise in evaluating real estate projects, including underwriting and credit analysis. Salary is commensurate with experience. Between \$135,000-155,000.

Resumes should be sent to:

EDIC Board of Directors

C/O Mary Jane Smalley
3 City Hall Square – Room 407
Lynn, MA 01901

EDIC/Lynn is an equal opportunity employer.

Applications due: Thursday, May 28, 2026 – 12 Noon.

EDUCATION AND EXPERIENCE

- A bachelor’s degree is required in economics, business administration, urban planning, public administration, or a related field.
- Must have experience working directly with and/or in small businesses, including providing technical assistance or functioning in a managerial capacity.
- Knowledge of the elements of a successful small business start-up and operations.
- Knowledge of public sector programs supporting small business and economic development initiatives.

ESSENTIAL FUNCTIONS

- Develop and implement economic development strategies to stimulate growth, create jobs, and attract investment within the City of Lynn.

- Prepare and execute long-term economic development plans; monitor progress and adjust initiatives to align with the goals of the EDIC Board and the City of Lynn.
- Serve as the primary liaison to the business community, assisting existing businesses with expansion and retention efforts and supporting new businesses with site selection, permitting, and regulatory compliance.
- Manage and administer grants and funding programs to support economic development initiatives throughout the City of Lynn.
- Arrange for the services of external consultants and agencies and act as the city liaison.
- Negotiate contracts between the City, private developers, and other governmental entities associated with major, high-profile redevelopment projects, including commercial office development, public assembly facilities, and retail centers with the legitimate goal of job creation.
- Brief and advise the Mayor and City Council regarding economic development projects through written reports and in-person presentations.
- Interpret departmental programs and work with citizen groups to develop and implement short-term and long-term economic development objectives and initiatives.
- Implement capital improvement and redevelopment projects by coordinating the work of staff, citizen groups, and public and private agencies.
- Develop, manage, and market business assistance and financing programs.
- Meet and collaborate with business organizations such as Greater Lynn Chamber of Commerce and North Shore Latino Business Association, citizen committees, nonprofit organizations, and neighborhood groups concerning economic development initiatives and program status.
- Establish and monitor management controls for administrative programs and fiscal procedures.
- Demonstrate a continuous effort to improve operations, decrease turnaround times, streamline work processes, and provide high-quality, responsive customer service.

- Proactively engage and build relationships with business principals and industry leaders to attract new businesses and support relocation or expansion of existing businesses in the city.
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KNOWLEDGE OF

- Principles and practices of public and social service program planning.
 - Administration, municipal budgeting and finance, public relations, negotiation, and supervision.
 - Funding sources and resources for economic development and project grants.
 - Applicable laws, ordinances, regulations, and policies affecting business and community development.
 - Leadership principles, styles, and management practices.
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ABILITY TO

- Negotiate effectively, both orally and in writing, with private and public agencies and representatives of diverse community groups.
- Perform a broad range of supervisory responsibilities.
- Review and evaluate work products to ensure compliance with applicable standards.
- Analyze, interpret, and monitor data to ensure compliance with program regulations and contractual requirements.
- Work effectively with diverse stakeholders, including business owners, developers, community organizations, and government agencies.
- Manage budgets, grants, and funding programs.
- Demonstrate strong leadership, communication, negotiation, and analytical skills.