



www.shaftsburyvt.gov

# Town of Shaftsbury

## Municipal Offices at Cole Hall

PO Box 409  
61 Buck Hill Road  
Shaftsbury, VT 05262-0409  
802 442 4038

# Request for Economic Development Consultation Town of Shaftsbury

The Town of Shaftsbury, Vermont, is seeking qualified individuals or firms for Economic Development Services. The winning candidate will undertake projects which may include marketing, business recruitment, strategic planning and/or other priorities as identified by the Economic Development Committee (EDC) and approved by the Selectboard.

Candidates must submit resumes and all other required documentation (see APPLICATION REQUIREMENTS) to:

David Kiernan, Town Administrator

PO Box 409, Shaftsbury, VT 05262

Or to:

David Kiernan, [administrator@shaftsburyvt.gov](mailto:administrator@shaftsburyvt.gov).

The Town of Shaftsbury reserves the right to reject any or all applications. Candidates will be evaluated by the Town based on experience and reputation, understanding of Town requirements, and cost for service. During the evaluation process, the Town reserves the right, where it may serve in the Town's best interest, to request additional information or clarification from applicants. At the discretion of the Town, applicants may be requested to make oral presentations as part of the evaluation process.

Please direct all questions regarding this opportunity to:

David Kiernan, 802-442-4038 x3 or to [administrator@shaftsburyvt.gov](mailto:administrator@shaftsburyvt.gov).

## NATURE OF SERVICES REQUIRED

A great opportunity for an innovative team player, the Town of Shaftsbury, Vermont, is seeking an experienced economic development professional with a minimum of five (5) years of experience in municipal economic development and grant writing.

The Town will use a combination of Economic Development reserves, ARPA funds and tax revenues to fund the project. The town wants to maximize the impact these funds can have and will determine the specific tasks based on the qualifications of the winning application.

## DESCRIPTION OF THE TOWN

The Town of Shaftsbury has a population of approximately 3,598 people in the southwest corner of the State between Bennington and Manchester. The Town provides highways and street maintenance, public improvements, recreation, planning, and general administrative services. Public safety services are provided by the Shaftsbury Volunteer Fire Department, by contract with the Bennington County Sheriff's Department for police services, and the Bennington and Arlington Rescue Squads for ambulance services. The Town has 8 full-time and 8 part-time employees. Approved budget for FY 2024 is \$2,527,046.

Shaftsbury has a designated Village Center and a Water Department that services South Shaftsbury. The Shaftsbury Elementary School is located in the Village Center. Major employers in Shaftsbury include Peckham Industries, Dailey Precast, Casella Waste, Bernstein Company, T&M Industries, and Mack Molding.

## Qualifications and Required Skills:

- A minimum of five years' experience required in the areas of: economic development, grant writing, job creation, special events, marketing, and/or tourism, and knowledge of the principles and practices of strategic business development, public relations, and budget development.
- Bachelor's Degree and project management experience preferred in addition to required work experience.
- A working understanding of the Vermont municipal government and/or the state of Vermont government structure, agencies, and programs.
- Familiarity with the process and interaction with Federal and state grants.
- Ability to work effectively with local, regional, and state agencies, businesses, other employees, public and media.
- Understand the rules governing the use, administration, and reporting of ARPA funds.
- Understand and advise the town as to how ARPA funds can be strategically coupled with other federal, state, and local funding to achieve town goals.
- Create action plans to carry out goals outlined in the Shaftsbury planning and development plans.

- Research and prepare grant applications to support community economic development efforts.
- Provide the Selectboard with information related to the status of projects.
- Propose new economic enhancement and development ideas for the Town to evaluate.
- Monitor local and State legislation and regulations relating to economic and community development, and report findings to the Selectboard as well as other Town commissions and committees as appropriate.
- Ability to communicate effectively both orally and in writing with a proficiency in public speaking.
- Ability to analyze alternatives and offer recommendations.
- Ability to perform effective grant writing and administration skills.
- References for similar engagements with other government entities: The application shall describe up to five of the most significant engagements performed in the last five years that are similar to the engagement described in this opportunity. Indicate the scope of the work and the name and telephone number of the client contact.
- There is an expectation of both in person and remote meetings with members of the EDC as needed.

## EVALUATION CRITERIA

The final selection of an economic development candidate will be based on criteria including technical qualifications, efficient use of available funds and the approach of the candidate and the plan for implementation.

There is no expressed or implied obligation on the part of the Town of Shaftsbury to reimburse responding applicants for any expenses incurred in preparing or presenting applications in response to this request. The Town of Shaftsbury reserves the right to retain all of the applications and to use any ideas in an application regardless of whether the application is selected. Submission of an application indicates acceptance by the applicant of the conditions contained in this document, unless clearly stated to the contrary and specifically noted in the application submitted and confirmed in the contract between the municipality and the selected applicant.

The Town of Shaftsbury reserves the right to accept or reject any candidate, at their sole discretion, and to award a contract based solely on their determination of the best application considering all of the circumstances.

The Town of Shaftsbury is an EEO employer.