

THE TOWN OF BEAUFORT, NC

Invites Your Interest in the Position of

TOWN MANAGER



NC Coastal Community Seeks Next Town Manager

The Town of Beaufort, NC, cited by multiple sources for having an “old world, southern charm,” is a community of less than 5,000 people that more than triples in the warmer months, and is seeking its next **Town Manager**. The ideal candidate not only has experience and knowledge of municipal finance procedures, local ordinances, and North Carolina Statutes but also respects and demonstrates compassion and love for communities and their residents.

Beaufort’s next **Town Manager** has impeccable financial management and managerial skills and demonstrable personnel management experience.

Recognized as “America’s Favorite Town” by Travel + Leisure, the Town of Beaufort desires in their next **Town Manager** a solution-minded, collaborative, and adaptable executive with experience in small/older towns that are deeply rooted in history and culture. This position requires verifiable conflict resolution skills and the aptitude to facilitate crucial conversations tactfully and professionally.

While overseeing all daily operations and functions of the Town of Beaufort, the next **Town Manager** will prioritize the following:

- Focus on community immersion to learn the town’s history and culture and build cohesion. Intentionally engage and establish open, trusting relationships with community members, groups, businesses, schools, and other stakeholders to bridge gaps across geographical, economic, and demographic barriers and unite stakeholders around a strategic vision.
- Evaluate community needs and priorities and facilitate the development of a Capital Improvement and Infrastructure Plan and procurement of funding to develop a water treatment facility, increase the town’s water and sewer capacity, address wastewater and stormwater issues, and implement the \$13M waterfront project to include dock construction and operation.
- Work collaboratively with the Board of Commissioners, educating and confidently advocating for the community and its stakeholders to ensure the upholding of the community’s mission, reputation, and culture while spearheading the development of a strategic plan to proactively prepare Beaufort for improvements and growth.
- Continue to build overall community resilience to challenging environmental conditions, stressors including the influx in the town’s summer population (10K-15K) and acute events.



About the Community:

Established in 1709, Beaufort, N.C., is a quaint coastal town on Beaufort Inlet, a channel leading south to the Atlantic Ocean. Beaufort is the third oldest town in North Carolina and is the county seat of Carteret County. Beaufort's early economy, which relied on natural resources such as fishing, shipbuilding, and farming, has shifted to primarily tourism, supplemented by a regional boat-building industry. Marine science research is also prevalent in Beaufort's economy.

Beaufort attracts a high volume of visitors during the warmer months. Its rich history is alive and evident throughout the community, and Beaufort's residents are proud to be a part of the town's cultural heritage. There is much history to uncover and discover in Beaufort. Visitors can hop aboard the town's historic double-decker bus or take a tour on foot to see the town, its historic sites, and its glorious waterfront, where you can eat, shop, and spot wild horses.

The town has several annual celebrations, which have garnered nationwide attention to include Mardi Gras, Beaufort Pirate Invasion, Beaufort Food & Wine and the Beaufort Music Festival. These events reflect the Town's unique, fun culture. These are three-day celebrations with music, feasts, parades, costumes, masks, and revelry. These famous festivals likely earned Beaufort the "America's Quirkiest Towns" recognition by Travel + Leisure magazine.



BEAUFORT, NC *America's Favorite Town*

Beaufort offers residents and visitors alike with so much to see and do, such as:



Attending the annual Holiday parades - community traditions for the entire family.



Discovering the town's unique history, with a tour on the Double-Decker bus, a visit to the Beaufort Historic Site, and a stop at the Old Burying Ground, a historic cemetery established in 1724.



Playing in one of the Town's many park spaces - everything from children's activities to concerts in the park.

Beaufort is Celebrated Across America!

Accolades abound for this thriving and growing community. Over 40 accolades from various sources, such as Southern Living, USA Today, and Travel + Leisure, recognize Beaufort as the best small town for adventure, shopping, travel, and more. As Budget Travel indicated and its residents and visitors agree, Beaufort is indeed “the Coolest Small Town in America.”



Best Small Town for Shopping
Best Small Town for Adventure
Charming Small Towns of the South

**TRAVEL+
LEISURE**

America's Favorite Town
Top 10 America's Quirkiest Towns
America's Most Romantic Towns

redbook

The 40 Most Romantic Fall Getaways

**COASTAL
LIVING**

America's 10 Best Beach Towns for Christmas
10 Great Coastal Boardwalks
10 Best Places to Live on the Coast in 2018

Yachting

Best Yachting Town in America

Southern Living

The South's Best Small Town
25 Most Festive Small Towns in the South for a
Charming Christmas Getaway
The Best Small Towns for Christmas in the
South
5 Beach Towns You Can Actually Afford

House Beautiful

50 Epic Girls' Getaway Destinations in Every
State Across America: Crystal Coast

ORBITZ

The Best Places for a Bachelorette Party

Budget Travel

Coolest Small Town in America
America's 10 Most Beautiful Hidden Gems



7 Top Rated Romantic Getaways in
North Carolina

About the Organization and Position:

The Town of Beaufort operates under the council-manager form of government. The town's mayor and five-person board of commissioners serve as the legislative body, and the **Town Manager** is the chief executive officer responsible for administering the town government. The administration department oversees all town departments and activities through the **Town Manager**. The **Town Manager** is also responsible for implementing the policies and enforcing the ordinances enacted by the town's board.

Beaufort's active Board of Commissioners is passionate about the community's health and sustainability. The mayor recently facilitated the development of a Waterfront Operations and Finance Committee, an ad hoc committee with Commissioner and community participation to support the implementation and funding of the town's Waterfront project.

The **Town Manager**, who reports to the mayor and the Board of Commissioners, serves as the official Budget Officer for the organization and manages the town's [FY 24-25 budget](#) of \$21.3M. Beaufort's annual budget is supported by a tax rate of \$.46 per \$100 of assessed tax value. The **Town Manager** oversees 84 full-time and 13 part-time employees, including 11 direct reports.

Beaufort's **Town Manager** is responsible for short- and long-range planning, creating and articulating a vision of excellence for the organization, establishing human resource management systems that staff the organization with productive employees, budgetary direction and guidance to the Board and staff, leading long-range and capital improvement program planning, overseeing financial management, overseeing operations of the Town, and working closely with the Board on major initiatives and priorities.

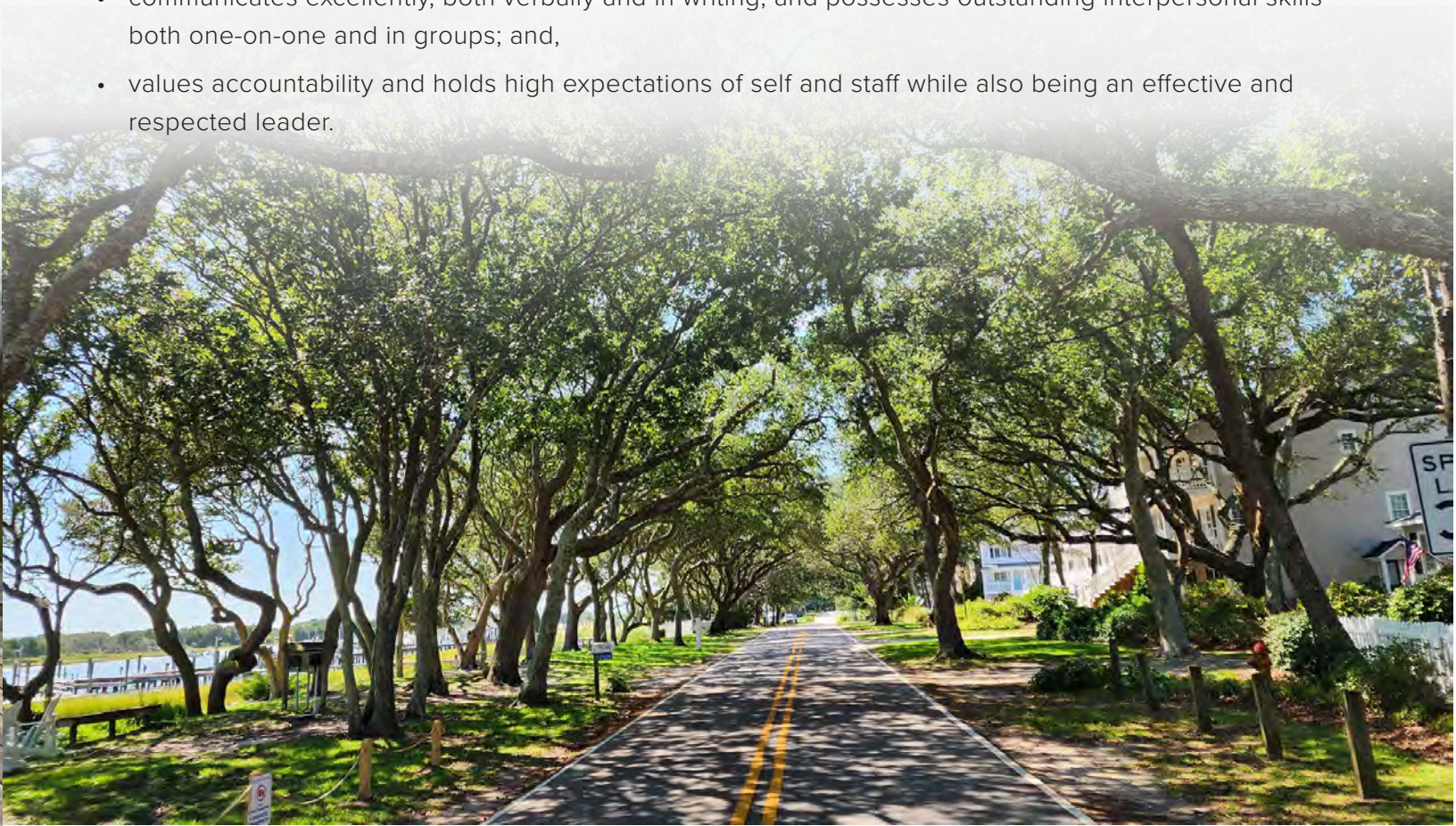
Qualifications:

A bachelor's degree in public or business administration, organizational psychology, or a closely related field from an accredited college or university **is required**; a master's degree in public or business administration and/or ICMA credentialed management *is strongly preferred*. Seven or more years of successful and progressive supervisory and management experience **is required**. Possession of a valid North Carolina driver's license is required. Preferred qualifications include experience in North Carolina local government and experience in coastal or resort communities.



The Successful Candidate:

- is strategic and innovative regarding areas for infrastructure improvements, growth, new development, and redevelopment;
- proactively engages with the community, telling its story, advocating for opportunities, and marketing community strengths;
- is adept in budget development and management and experienced in creatively increasing revenue, managing expenses, and leveraging existing funds for new and necessary initiatives that may arise;
- has in-depth knowledge of local, state, and federal grants and general awareness of funding opportunities for coastal communities;
- can effectively recruit, retain, manage, develop, and engage talented and diverse staff while holding employees accountable to deliver excellent customer service to both internal and external customers;
- has developed organizational succession plans in preparation for turnover through retirements and advancements;
- candidly advises and guides the Board of Commissioners in helping achieve their vision and priorities—tells the Commissioners what they need to hear, not just what they want to hear;
- diplomatically engages with diverse stakeholders such as project developers, individual community members, community groups, Commissioners, and employees;
- develops relationships and partners with other municipal, regional, state, and federal organizations to leverage town opportunities and mitigate challenges;
- is a progressive leader with a proven track record in innovative municipal management;
- is tech savvy and seeks new ways to leverage technology to improve municipal operations;
- communicates excellently, both verbally and in writing, and possesses outstanding interpersonal skills both one-on-one and in groups; and,
- values accountability and holds high expectations of self and staff while also being an effective and respected leader.



Salary and Benefits:

The salary range for the **Town Manager** is \$130,676 - \$202,548, depending on experience and qualifications. If needed, relocation assistance may be provided. Beaufort provides a [comprehensive benefits package](#), including NC State Retirement System participation..

To apply, please visit <https://www.governmentjobs.com/careers/developmentalassociates/jobs/4657112/town-manager-town-of-beaufort-nc?pagetype=jobOpportunitiesJobs>

Please note the following:

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the town's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **October 13, 2024**.
- The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluations on **November 14-15, 2024**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct *inquiries* to hiring@developmentalassociates.com.

The Town of Beaufort, NC is an Equal Opportunity Employer.



Dine, shop, stay and play in quaint and charming downtown Beaufort.



Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, and scroll down to "Important Information for Applicants."