



2390 Beach Rd. Oleai, Unit 205 | P.O. Box 502149, Saipan, MP 96950 | Tel.: 670 234-6245 / 6293 / 7145 | Fax No. 670 235-7147  
[www.developcnmi.com](http://www.developcnmi.com)

## JOB VACANCY ANNOUNCEMENT HR 2025-03

<b>POSITION:</b>	<b>Economic Development Manager</b>
<b>LOCATION:</b>	CEDA SAIPAN OFFICE
<b>PER ANNUM:</b>	\$80,000 - \$100,000
<b>EXAMINATION ANNOUNCEMENT:</b>	HR 2025-03
<b>OPENING DATE:</b>	April 24, 2025
<b>CLOSING DATE:</b>	UNTIL FILLED




The Application for Employment, detailed job description, qualification requirements, and other information can be obtained online at <https://developcnmi.com/jva.html>, via email to Christy Kintol at [c.kintol@developcnmi.com](mailto:c.kintol@developcnmi.com), or by scanning the provided QR Code.

Applicants should email their application forms along with the required documents to [c.kintol@developcnmi.com](mailto:c.kintol@developcnmi.com), using the examination announcement number as the subject line. Alternatively, applications can be hand-delivered in a sealed envelope marked "HR 2025-03" to the CEDA Office at 2390 Beach Road Oleai, Unit 205.

/s/ Derek T. Sasamoto  
**Executive Director**

# COMMONWEALTH ECONOMIC DEVELOPMENT AUTHORITY

## POSITION DESCRIPTION

	<b>EMPLOYEE NAME:</b>	Vacant		
	<b>DEPARTMENT:</b>	Economic Development	<b>EMP. NO.:</b>	
	<b>TITLE OF POSITION:</b>	Economic Development Manager	<b>CLASS CODE:</b>	
	<b>CLASSIFICATION ACTION:</b>	Vacancy Announcement		
	<b>PAY LEVEL</b>	Exempt	<b>STEP</b>	

### C. NATURE OF WORK & DUTIES AND RESPONSIBILITIES

The description must include an introductory statement and detailed information of the major duties:

This position performs under limited supervision. It is tasked in developing strategies to market and promote the CNMI as an investment destination and shall be responsible for developing and implementing marketing plans to attract targeted types of investments. The incumbent shall conduct presentations for clients, potential investors, consultants, public officials, and the public and explore and manage relevant grant opportunities to support investment and economic development efforts and provide outreach to internal and external audience to create awareness of investment opportunities in the CNMI.

### DUTIES AND RESPONSIBILITIES

- Develops and implements innovative approaches, programs, and materials to enhance investment and economic development marketing
- Monitors industry trends, new marketing technologies, and marketing materials to provide accurate, relevant, and effective promotional collateral to enhance marketing efforts
- Verbalizes, illustrates documents, and presents the advantages of locating new or expanded facilities in the CNMI based on specific requests and with customized responses
- Works independently as well as in collaboration with staff and relevant partners and service providers to develop and coordinate responses, materials, presentations, visits, and tours that will enhance interest, and investment in the CNMI
- Serves as the public relations contact for CEDA, and provides content for requests for articles, press releases, and other marketing materials
- Attends economic development and related events, both in person and virtually, as assigned and as determined to be valuable and/or cooperative opportunities with other organizations that can maximize marketing and recruitment efforts
- Reviews and updates the CEDA website, including economic, demographic, and industry information, site and building database, brochures, resources, assets, news, and events
- Works with marketing firm to upgrade and re-design the department's website and other print and digital marketing materials as needed.

- Works in collaboration with partners to enhance place-making efforts and programs in CEDA
- Serves, as needed, on relevant community and economic development committees and boards
- Research and comments on economic implications of legislations and applications
- Administers the Qualifying Certificate Program
- Performs other duties as assigned.

#### D. TYPE OF SUPERVISION

1	Identify the position of the immediate supervisor over this position:		
Official Title:	Executive Director	Pay Level & Step:	Ungraded
2	Does this position have an assigned responsibility to supervise the work of other employees?		No
If yes, list the positions:			

#### E. NATURE OF DUTIES AND RESPONSIBILITIES

1	What duty or duties do you consider the most important or difficult part of this position?
	This position involves a variety of important and challenging duties.

#### F. MINIMUM QUALIFICATION REQUIREMENTS/EDUCATION EXPERIENCE, ETC.:

Note: List the minimum qualifications that you suggest as basic requirement(s) for the recruitment of an employee as if position were now vacant. Keep the position requirements in mind rather than the qualifications of any employee who may occupy it (subject to review/revision per established class specifications standard and guidelines).

1.	<b>EDUCATION</b>					
Indicate highest grade completed:	Grade School:		Junior High:		High School:	
<b>TECHNICAL SCHOOL:</b> specify number of years and kind of specialized training required						
<b>COLLEGE:</b> specify the type of Degree(s) required for undergraduate/graduate study and/or the number of full years of college required. Identify and list the major field(s) of study and all specialized or advanced courses required.						
Graduation from an accredited college or university with a master's degree in marketing, communications, business, or related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.						
2.	<b>EXPERIENCE:</b> specify how many years and what kind of lower-level experience is required; if none, so state					

Minimum of four years pf relevant experience.	
3.	<b>OTHER:</b> List any other equipment, machines, special skills license, registration, etc. required for this position which are not described in the position description
<p><b><u>Knowledge of:</u></b></p> <ul style="list-style-type: none"> <li>• Operations, services, and activities of an economic development program</li> <li>• Principles and practices of public administration</li> <li>• Sources of information related to a broad range of business programs, services, and administration</li> <li>• Economic development concepts and strategies</li> <li>• Business, market, and economic indicators and trends</li> </ul> <p><b><u>Ability to:</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate a task force designed to respond to the economic development needs of the community</li> <li>• Interpret and apply complex regulations, legislation, and guidelines</li> <li>• Exercise initiative, ingenuity, and sound judgment in solving difficult and complex administrative and technical problems</li> <li>• Strong communication skills with the ability to lead</li> <li>• Ability to deal with the public in a polite and professional manner</li> <li>• Operate office equipment including computers and supporting word processing, spreadsheet, and database applications</li> </ul>	
Does this position require skilled operation and use of computer?	YES

## G. CERTIFICATION

1	This is a complete and accurate description of the duties and responsibilities of my position.	VACANT <i>Signature of Employee &amp; Date</i>
2	This is a complete and accurate description of the duties and responsibilities of the position.	Derek T. Sasamoto <i>Signature of Immediate Supervisor &amp; Date</i>
3	Certification of Reviewing Official:	Derek T. Sasamoto <i>Signature of Reviewing Official &amp; Date</i>