



Planning Director - Town of Hilton Head Island

Hilton Head Island, SC (pop. 38,097) The Town of Hilton Head Island, one of the most visited tourist destinations in the southeastern United States is seeking an experienced, innovative, and strategic leader to serve as its next Planning Director continuing Hilton Head's commitment to best-in-class community planning initiatives, development services, and environmental stewardship.

Hilton Head Island is a close-knit community with a year-round population of approximately 38,097, although during the peak of summer vacation season the population can swell to over 150,000. The island features 12 miles of beachfront on the Atlantic Ocean and offers more than 70 miles of multi-use pathways. Hilton Head Island is the largest barrier island in the southeastern United States. Located in the Lowcountry, at the southern boundary of South Carolina, the island has a beautiful natural environment and rich cultural history stretching back from Native American habitation and through the Revolutionary and Civil Wars. This history is visible today in the many protected archaeological and cultural sites on the Island, and preserved in the living, native Gullah community.

The Planning Director leads and directs the Town's Planning Department with oversight for community planning, housing, development services, and building permitting and inspection. The Director provides strategic vision and leadership in the areas of current and long-range planning, workforce housing, zoning and land use policy, natural resources protection, economic development, and redevelopment. The Director supervises their assigned staff, allowing for an effective working relationship with Town employees, community members, elected officials and other community leaders. The Planning Director reports to the Assistant Town Manager in charge of Operations.

The responsibilities of the Planning Director include:

- Provides strategic direction and executive leadership for all planning and development services, including long-range planning, urban design, zoning administration, permitting and inspections, housing, natural resource protection, and redevelopment.
- Leads development, implementation, and provides continual updates of the Town's Comprehensive Plan, Strategic Plan, Workforce Housing Framework, and Council goals.
- Supervises, coaches, and mentors senior management team including Assistant Planning Director, Community Planning Manager, and Chief Housing Officer by establishing performance goals, ensuring development of staff, and promotes a culture of innovation, excellence, and accountability.
- Develops and manages department budgets, capital improvement initiatives, and staffing strategies. Ensures fiscal responsibility and efficient use of resources; oversees contracts, grants, and consultant services.
- Shapes and directs town-wide land use and policy decisions that balance economic growth, natural resource protection, and quality of life for a diverse population.
- Leads efforts related to zoning, Land Management Ordinance (LMO) amendments, housing finance strategies, and regional planning collaboration.
- Serves as the Land Management Ordinance (LMO) Official.
- Represents the Planning Department before Town Council, Planning Commission, Design Review Board, and other stakeholders with professionalism and authority.
- Serves as a principal liaison to regional, state, and federal agencies on planning, community and economic development, and housing initiatives. Cultivates partnerships with peer jurisdictions, educational institutions, and the private sector.
- Directs response and recovery planning for disasters and ensures integration of post-disaster redevelopment strategies.

- Oversees internal operations to promote innovation, efficient processes, customer service, and community engagement.
- Supports staff and consultants in the preparation of technical studies, ordinances, policies, plans, and public outreach materials.
- Ensures regulatory compliance with federal, state, and local laws, policies, and guidelines.

MINIMUM QUALIFICATIONS

- Bachelor's degree in urban planning, public administration, architecture, landscape architecture or related field is required. Master's Degree is preferred.
- A minimum of 10 years of progressively responsible planning experience, with at least 7 years in a senior leadership role, preferably in a coastal or tourism-driven municipality or region.
- Demonstrated experience managing complex planning and development projects.
- American Institute of Certified Planners (AICP) certification preferred.
- Valid driver's license.

Benefits

Residency is not required. This is a full-time position. The salary range is \$150,000 – 170,000 +/-DOQ. The Town of Hilton Head Island offers an excellent benefit package which includes health, dental, vision, life insurance, short and long-term disability, vacation, and sick leave, paid holidays, tuition reimbursement, a healthcare reimbursement arrangement, and a generous matching 401(k) plan. \$750 monthly vehicle allowance. Relocation assistance equal to one month's salary is available for candidates relocating to the area.

How to Apply

Apply online at www.GovHRjobs.com with a resume, cover letter, and contact information for five professional references. Position open until filled. Confidential inquiries may be directed to Riccardo (Rick) Ginex, MGT Approved Independent Executive Recruiter, at Tel: 847-380-3240, ext. 160.

Additional information about the Town of Hilton Head can be found on the Town's website: <https://hiltonheadislandsc.gov/>.

The Town of Hilton Head is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.