

Position Description: Executive Director

Date: May 2019 Reports to: JCDC Board of Directors FLSA Status: Exempt

Position Characteristics

Under direction of the Executive Committee, promotes and markets Jefferson County as a viable location for business, industrial and economic development through traditional and online methods. The Executive Director works closely with area employers, educators, and workforce development groups to build capacity for workforce opportunities; and with community groups to aid in growth and development of the local economic environment. The Executive Director educates and assists with packaging economic incentives.

Essential Duties

1. Lead in the creation and implementation of an annual plan of work and/or strategic plan
2. Actively participate in economic development activities including promotion and marketing of Mt. Vernon/Jefferson County, job attraction, and business retention and expansion efforts.
3. Provide assistance and support to local companies considering start-up or expansions.
4. Maintain demographic information.
5. Manage the day-to-day operations of the office including administration, financial management, marketing, and public relations.
6. Prepare the annual budget; manage the executive committee review and the board approval.
7. Maintain good communications with the Board and Partners, including preparing the monthly report, annual report, projected work plan and budget.
8. Oversee and direct the responses to economic development Requests for Proposals.
9. Maintain and grow relationships with developers and site selectors.
10. Lead, evaluate and directly supervise JCDC Staff.
11. Direct the maintenance of the property database.
12. Organize and support JCDC committee meetings and implement the work directed by the committees.
13. Annually review the bylaws and policies with the Executive Committee and prepare any revisions needed for board consideration.
14. Maintain a network of communication with affiliated local governments, corporations, Downtown Mt. Vernon Development Corporation, Chamber of Commerce, Workforce Investment Area 25 and other allies important to the work of Economic Development.
15. Act on all policy decisions made by the Board of Directors.
16. Maintain confidentiality of projects and initiatives of JCDC and potential businesses.

17. Perform all other duties as assigned by the JCDC Board.

Minimum Qualifications

Education, Training and Experience

- Bachelor's Degree required from an accredited university or college with major course work in Public Administration, Business Administration, Economic Development, Planning or related field. Master's Degree preferred.
- Three or more years of prior economic development experience; five or more preferred.
- An equivalent combination of education and experience to the preceding two criteria.

Licensure, Certification, or Other Qualifications

- Valid Illinois Driver's License upon hire, and without record of suspension or revocation in any state within the last five years.
- Economic development certification (CEcD) or similar preferred.

Knowledge, Skills, Abilities, and Other Work Requirements

1. Knowledge of the economic development process and of the general principles and practices of business, marketing and local government; experience with retention, expansion and attraction projects.
2. Ability to diagnose conditions, gather information, plan, budget, coordinate, analyze, research and implement multiple projects necessary for carrying out economic development, and to complete them by their respective deadlines.
3. Familiarity with municipal government operations including Economic Development programs such as Enterprise Zone and Tax Increment Financing.
4. Leadership, management and team collaboration.
5. Excellent personal communication skills, both written and verbal.
6. Interpersonal skills necessary to network, build relationships, communicate and work effectively with local, state, and federal officials as well as citizens, community groups, business representatives and individuals from a variety of backgrounds; professionally represent the corporation on and off the job.
7. Budget preparation and management experience.
8. Grant writing and grant management experience.
9. Marketing and public relations skills; graphic design skills a plus.
10. Proficient in Microsoft Office Suite; Adobe Creative Suite a plus.
11. Board management and development.
12. Self-starter and ability to work with little supervision; driven to achieve success.

13. Ability to resolve differences or issues that arise with staff, partners, stakeholders, and to do so both professionally and in the spirit of the mission.
14. Non-profit fundraising/development experience desired.

Working Conditions

- Regularly work a minimum of eight hours per day, 40 hours per week or such other hours per day or hours per week, sometimes including evenings, weekends and/or holidays, as determined is necessary to meet the development corporation's needs.
- Travel on behalf of the development corporation when job duties warrant; attend community events, meetings, conferences, trainings, trade shows, etc.
- General office environment.

Equipment

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computer and peripheral equipment (e.g., personal computer, server)

Physical Demands

- Must have the physical ability to sit for prolonged periods, physically move from one location to another; operate assigned standard office equipment; retrieve physical and electronic resources and information necessary to complete assigned tasks and must be able to occasionally lift up to 25 pounds and transport it 15 feet. Must perform all essential position duties with, or without, reasonable accommodations.

Mental Demands

- While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and difficult office administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with executives and managers, elected and appointed officials and committee members, staff, citizens, the public and others encountered in the course of work. Must be able to prioritize tasks and respond appropriately to shifting priorities.

The preceding job description is designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

This job description does not constitute an employment agreement between the development corporation and the employee and is subject to change by the development corporation as the needs of the development corporation and requirements of the job change.