



EXECUTIVE DIRECTOR

Job Description

Organization Overview

The **Kewanee Economic Development Corporation** (KEDC) is a not-for-profit 501 c (4) organization supported through appropriations from the City Council of Kewanee and from contributions from the private sector. KEDC works to transform ideas into action and is constantly evolving to meet the changing demands of the marketplace.

KEDC serves as the catalyst for the retention, development, and attraction of quality jobs in Kewanee, Illinois. As a leadership organization, KEDC works to enhance community assets by stimulating capital investment, business diversification, and community improvement in order to grow and expand Kewanee's prosperity and the quality of life of its residents.

Through a program focused on business retention, expansion, attraction, and development, KEDC is focused on four main goals:

- Expanding economic growth opportunities
- Expanding employment opportunities
- Expanding educational opportunities
- Expanding entrepreneurial opportunities

Position Overview

The Executive Director is charged with helping to improve the local economy under the supervision of the KEDC Board of Directors through collaboration with the City of Kewanee, the Kewanee Chamber of Commerce, businesses, units of government, and other community based organizations. The Executive Director is responsible for facilitating, promoting, and ensuring economic development in order to secure opportunities for economic growth and business development, increase equalized assessed valuation within the city, and to increase employment citywide.

Essential Functions

- Prepare and implement a proactive marketing strategy that reflects the Kewanee market.
- Promote Kewanee as viable option for location of businesses by contacting regional and national businesses and working with multiplier organizations (i.e. regional chambers of

commerce, BNSF, professional associations, IL DCEO, surrounding communities and counties).

- Work to encourage the expansion and retention of existing Kewanee businesses to promote a stronger economic base.
- Identify trends or issues affecting existing businesses (i.e. workforce, educational quality).
- Serve as primary advocate for the City of Kewanee and Kewanee Economic Development Corporation.
- Prepare and administer budget for KEDC.
- Brief and advise appropriate parties regarding economic development projects in person and in written reports.
- Coordinate the planning and development of new programs and project initiatives.
- Represent the KEDC at various local, regional, state, and national meetings.
- Evaluate program effectiveness.
- Serve as primary fund raiser for KEDC in conjunction with KEDC Board of Directors.
- Build relationships with regional and state economic development organizations and officials.
- Maintain a comprehensive inventory of sites and buildings in Kewanee that are available for economic development purposes.
- Keep abreast of the advances, procedures, regulations, technology, and other market-related changes in all areas related to economic development.
- Maintain strict confidentiality when required.
- Communicate updates, corporation information, and programs to member businesses, city residents, and external audiences. Maintain newsletter and organizational website.
- Manage and market two KEDC-owned land parcels with business park designations: Lininger Business Park and Kentville Business Park (both are vacant land, currently leased to local farmers for agricultural purposes. Kentville is platted with city infrastructure already available; Lininger, has a rail spur, but it is not platted. City infrastructure is adjacent to park).
- Work with Kewanee City Manager on TIF, Enterprise Zone, City Incentive Framework Policy, and Revolving Loan Fund programs. Serve as primary marketer of aforementioned programs to internal and external audiences.

Skills and Educational Requirements

- At least 5 years of experience in an economic development organization or in a municipal/county economic development office preferred. Equivalent experience in city or county management, nonprofit management, or urban planning is acceptable.

- Bachelor's Degree required/Masters Degree preferred in business, public administration, public policy, marketing, urban planning, or related field. Coursework in economic development strongly encouraged.
- Knowledge of private and public finance (including TIF, Business Districts, Enterprise Zone, and Revolving Loan Funds) and the ability to analyze financial statements and assist with business plan development, incentive negotiations, and incentive packages.
- Experience working with manufacturing companies, service industries, and retailers.
- Strong problem solving, decision making skills, interpersonal communications, and presentation skills.
- Strong communicator and effective team builder in order to mobilize necessary organizations, agencies, and community volunteers to promote growth and projects in Kewanee.
- Understanding of municipal, county, and state government.
- Positive attitude.

Salary & Benefits

- Competitive salary structure based on education and experience.
- Individual benefits package included.
- Civic and community involvement funded.

TO APPLY:

Please submit your cover letter and resume to Russell Medley via email at rmedley@kedcorp.org with "KEDC Executive Director Search Committee" in subject line. All materials must be submitted by December 30, 2014.

KEDC is an Equal Employment Opportunity Employer. All candidates will be required to pass background and credit checks, along with drug screening.