



Job Description: Executive Director, Joliet City Center Partnership

Reports To: Board of Directors

FLSA Status: Exempt

Salary Range: Anticipated range \$85,000 to \$105,000

Website: www.JolietCCP.com

Position Summary

Under the general direction of the Board of Directors, the Executive Director will implement the mission, vision, and objectives of the Joliet City Center Partnership (JCCP) through the promotion of downtown Joliet economic development, event, marketing, management, and social programming to ensure the revitalization of the Special Service Area (SSA).

The Executive Director is the chief operating officer of JCCP and provides strategic leadership and oversight of all aspects of operations, personnel, Board relations, and mission as set forth by the Board of Directors in collaboration with the City of Joliet.

The Executive Director develops and implements programs and strategies approved by the Board of Directors and City of Joliet to meet quantifiable goals. The Executive Director reports to the Board of Directors and works closely with the Board, its standing committees, City of Joliet, JCCP staff, and contractors to ensure that the mission and vision of JCCP are clearly defined and followed, that the organization remains fiscally sound, and that it maintains the highest ethical standards. The Executive Director should exhibit exemplary characteristics in the following areas:

1. Strong leadership and the ability to motivate
2. Excellent communication skills and an aptitude for conflict resolution
3. Planning, organizational, and follow-through skills
4. Creativity in problem solving and project planning

Range of Duties

1. Primary responsibilities include the following. Other duties may be assigned.

- **Economic Development:** Direct the economic development efforts of the organization including business retention, expansion, and attraction in collaboration with the City of Joliet. Provide information, expertise, and appropriate referrals to existing or potential businesses and developers. Administer and maintain the City Center Partnership financial grant incentives program. Work in partnership with City of Joliet Economic Development staff on projects and developments within the Joliet City Center Partnership boundary. Collaborate with other organizations such as the Joliet Area Chamber of Commerce and Will County Center for Economic Development on joint projects. Pursue potential regional and national developers and investors, attracting them to the City Center.

- **Festivals and Events Programming:** Develop and host events and festivals to attract visitors to the downtown Joliet area. Work in concert with City of Joliet and other organizations to support and promote events hosted by businesses and other organizations.
- **Branding and Image Program:** Execute the implementation of branding campaigns in collaboration with the Board of Directors and City of Joliet to improve the internal and external image of the City Center to attract visitors and attract investment.
- **Marketing and Promotion Program:** Direct and manage JCCP staff and contractors working on marketing and promotion initiatives. Promote the businesses and commercial venues operating in the City Center. Communicate the successes, efforts, and activities of the JCCP and its partners. Develop and maintain a comprehensive marketing plan that is actionable and measurable.
- **Advocacy and Communications Program:** Build relationships and collaborate with SSA businesses and other partners to advance the objectives of JCCP. Advocate for policies which will support City Center businesses and be conducive to downtown development. Promote the inclusion of all City Center businesses or property owners in JCCP initiatives. Attend City Council and other community partner meetings as needed.
- **Miscellaneous Duties:**
 - i. Oversee day-to-day operations, management, and fiscal solvency of JCCP.
 - ii. With the Board, establish and execute a strategic plan, setting clear priorities and deliverables.
 - iii. Administer programs including marketing, special events, business planning, budgeting, and management of JCCP employees and contractors.
 - iv. Serve as a member of the Executive Committee of the Board of Directors; attend all meetings and act as primary liaison between staff and Board.
 - v. Supervise all City Center Partnership staff and non-JCCP Board member volunteers.
 - vi. Oversee beautification efforts in the SSA in collaboration with the City of Joliet.

2. Responsibility to the Board of Directors

- Recommend policies to the Board and assist Board in the formation of policies for effective JCCP operations.
- Implement policies adopted by the Board.
- Organize regularly scheduled meetings of the Board and standing committees.
- Provide the Board with information or data which will assist the Board in making informed decisions, including an annual report.
- Prepare agendas and meeting notices and maintain the official record of the Board and committee activities.
- Understand the responsibilities associated with being a recognizable community leader and a representative of JCCP.

3. Fiscal Responsibilities

- Direct financial activities of the organization.
- Ensure financial records and practices are maintained.
- Prepare budget for Board approval and authorize expenditures.

4. Public Relations

- Advocate on behalf of JCCP interests.
- Function as a liaison to local government and community organizations on SSA issues as directed by the Board of Directors.
- Serve as primary contact for JCCP community groups and district constituents.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education/Experience:** Bachelor's degree from a four-year college or university; and at least three years of related experience and/or training. Supervisory experience is preferred.
2. **Communication Ability:** Ability to articulate economic and community development issues with businesses, developers, property owners, community organizers, elected officials, and the general public. Ability to effectively coordinate on strategy and implementation with elected officials and staff.
3. **Language Ability:** Ability to write reports, memos, press releases, business correspondence, and procedure manuals. Ability to read, analyze, and interpret common financial reports and legal documents. English/Spanish bilingual is not required, but highly desired.
4. **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in diagram form and deal with several abstract and concrete variables.
5. **Computer Skills:** To perform this job successfully, an individual should demonstrate proficiency in the use of Word, Excel, Outlook, and PowerPoint software and be comfortable navigating the Internet. Ability to use applications such as geographic information system (GIS) programs, real estate marketing tools, virtual meeting programs, online communication and social media platforms, and web page design programs are desirable attributes. Ability to quickly and effectively learn standard computer software.

To Apply: Send cover letter, resume, and references as a PDF to ccpjobs@jolietdowntown.com with the subject line "JCCP Executive Director" followed by your first and last name. Submissions will be accepted until the position is filled.

The City Center Partnership is a wholly owned subsidiary of the Will County Center for Economic Development and was established for the purpose of fostering the economic well-being of the City Center Partnership area.