

Job Description: Executive Director

Reports To: President of Board of Directors and Executive Committee

FLSA Status: Exempt

Salary Range: \$75,000 - \$100,000

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 economic development, marketing, management, and social programming to ensure the realization and implementation of the City Center Master Plan.

The Executive Director is the chief operating officer of JCCP and provides strategic leadership and oversight of all aspects of operations, management, and mission within established policy guidelines. The Executive Director of the JCCP and is the primary contact with the community, civic government, media, and community business leaders.

The Executive Director develops and implements programs and strategies, approved by the Board of Directors, to meet quantifiable goals. The Executive Director reports to the Board of Directors and works closely with the Board, its standing committees, 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. 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, Will County Center of Economic of Development, and Collins Street Neighborhood Council on joint projects.
- **Branding and Image Program:** **Oversee the** development and implementation of a branding campaign to improve the internal and external image of the City Center to attract visitors and attract investment. Reach out to potential regional and national

developers and investors that may be attracted to City Center.

- **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. Promote events both of the JCCP and other partners and stakeholders. 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 downtown businesses and other partners to advance the objectives of JCCP. Advocate for local and state legislation or 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. Serve as primary contact with community groups and district constituents. Act as JCCP spokesperson to the membership, media, and the general public.
- **Festivals and Events Program:** Develop and host events and festivals to attract visitors to the City Center. Support and promote other City Center events hosted and promoted by other organizations.
- **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.

2. Responsibility to the Board of Directors

- Report Directly to the Board President and Executive Committee.
- 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.
- 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 and lobby on behalf of JCCP interests.
- Act as a liaison to local government and community organizations on downtown issues as directed by the Board of Directors.
- Serve as primary contact with 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 (B.A. or B.S.) from four-year college or university; and at least three years of related experience and/or training.
2. **Communication Ability:** Ability to articulate economic and community development issues with businesses, developers, property owners, community organizers, elected officials, and the general public.
3. **Language Ability:** Ability to write reports, business correspondence, and procedure manuals. Ability to read, analyze, and interpret common financial reports and legal documents. Being 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, Costar, Loopnet, Survey Monkey, Zoom (or other virtual meeting programs), and web page design programs are desirable attributes. Ability to quickly and effectively learn standard computer software.

Work Environment: The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. Travel is occasionally required.

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.