

## Executive Director

### Required Qualifications

- Bachelor's Degree required from an accredited university or college or equivalent.
- Excellent written, verbal and presentation communication skills.
- Leadership and management skills in staff supervision, budget management, public relations, and organizational management.
- Ability to organize, budget, plan, and implement projects with multiple deadlines.
- Ability to implement the CCEDC Strategic Plan and other initiatives.

### Required Strengths

- Leadership, management, and team collaboration.
- Local community and/or regional knowledge and credibility.
- Skilled communicator, experience with stakeholder engagement and relationship development.
- Grant management and reporting.
- Budget and financial management, including accounting reports and standards.
- Fundraising and investor development.
- Marketing and public relations skills.
- Board management and development.
- Experience implementing a vision/strategic plan.
- Conflict resolution, staff management experience.
- Driven to achieve success.
- Prior economic development experience.

### Essential Functions

- Lead in the implementation of the strategic plan within Board and major funder/stakeholder involvement.
- Actively participate in economic development activities, including promotion and marketing of Champaign County, job attraction, and business retention and expansion efforts.
- Manage day-to-day operations, including administration, financial management, grant management, fundraising, marketing, and public relations.
- Prepare the annual work plan for Board approval.
- Prepare the annual budget for finance committee and Board approval. Continually monitor ongoing expenditures and grant program fiscal requirements.
- Monitor the management of grant programs and pursue outside grant and funding opportunities to fulfill the work plan, including attraction and retention of agency sponsorships and investors.
- Communicate with funders and stakeholders, including preparing reports of accomplishments, projected work plan and budget needs for presentation to councils/boards, funders, and stakeholders.

- Take direction from and act on all policy decisions made by the Board of Directors.
- Annually review the bylaws and policies with the Board of Directors and prepare any revisions needed for board consideration.
- Maintain a network of communication with affiliated local governments, corporations, community organizations, University of Illinois, and Parkland College.
- Empower, lead, evaluate and directly supervise the EDC staff.
- Perform other duties as assigned by the Board.

#### Other Considerations

- Must be able to organize, plan, and implement multiple projects simultaneously and complete them by their respective deadlines.
- Must be able to resolve differences or issues that arise with staff, partners, stakeholders, and sponsors in a professional manner and in the spirit of the mission.
- Must be a self-starter who is able to work with little supervision.
- Demonstrated leadership abilities, and ability to multi-task.
- Must have prior success managing and collaborating with a strong team of colleagues.
- Must have ability to recognize and advance the diversity of our county.
- Should exercise creativity and resourcefulness in developing and implementing projects.
- Must be able to respond quickly and accurately to changing project conditions.