



## **Economic Vitality Manager - Village of Skokie, Illinois**

**Skokie, Illinois (population 67,824)** is seeking qualified candidates to serve as its Economic Vitality Manager.

### **The Community**

Skokie, Illinois serves as a regional hub for shopping and commercial activity, cultural attractions, and recreational opportunities. Chicago Magazine consistently gives Skokie high marks for livability, citing excellent schools, beautiful parks and open spaces, and outstanding municipal services. Located 16 miles northwest of downtown Chicago, and 12 miles east of O'Hare Airport, Skokie provides its business community with easy access to all types of transportation and other amenities and its residents with a full range of high-quality municipal services. Residents and visitors also enjoy a wide variety of entertainment and recreational opportunities including the North Shore Center for the Performing Arts and the award-winning Skokie Park District which maintains 240 acres of parkland and ten recreational facilities. Skokie is a culturally and racially diverse community and its historic and charming downtown is home to numerous ethnic restaurants, a bustling business community, and the nationally recognized Skokie Public Library. Skokie is also home to several other business areas including Westfield Old Orchard Mall comprised of hundreds of retail and commercial businesses including high-end shopping center anchors and restaurants. Skokie is an Aaa-rated community, by two rating agencies with a \$154 million total budget and 444 full-time employees.

### **The Position**

The Economic Vitality Manager is classified as a full-time professional working Monday-Friday during normal business hours in Village Hall. The Economic Vitality Manager is part of the Community Development Department and reports directly to the Community Development Director. The Economic Vitality Manager in partnership with the Economic Vitality Coordinator is charged with championing a visionary approach to economic and community development. The Village of Skokie desires to blaze a new development trail and they are seeking a visionary who is confident in their abilities, not risk-averse, innovative and serves as a great representative for the Village.

### **The Economic Vitality Manager's duties include:**

- Executing and coordinating the Office of Economic Vitality.
- Business Attraction and Retention.
- Creating and implementing unique programs fostering economic vitality.
- Organizing innovative economic development activities and workflow.
- Meeting with business leaders, negotiating real estate agreements and administering the Village TIF Program.
- Implementing the Village Economic Vitality Strategy.
- Achieving goals and objectives outlined by the Mayor and Board of Trustees.

### **Qualifications:**

- Bachelor's Degree in Business Administration, Public Administration, or Urban Planning.
- Master's Degree in Public Administration, Urban/Regional Planning, or Real Estate Finance is preferred.
- Seven years of professional experience in economic development or community development with three years of project management or supervisory experience.
- A passion for public service.

### **Ideal Candidates will possess:**

- Great writing and communication skills.
- The ability to help others see things through different lenses.
- Able and willing to play well in the sandbox with others.
- A great sense of humility.
- Able to work well in a flat organization.

- Excellent active listening skills – listening to comprehend.
- Proactive – a doer not a delegator.
- Able to push water uphill.
- An excellent team builder.
- The ability to understand local government and operate in that space.
- Comfortable working in a diverse environment.

### **Compensation and Benefits:**

The starting salary range for this position is \$115,753 - \$127,617 depending on qualifications and experience.

- Village-paid professional training, tuition assistance, and membership dues.
- Participation in the IMRF Pension system.
- Excellent Individual or family health insurance plan with 85%/15% village/employee split.
- Dental Insurance.
- Life Insurance.
- Ten paid holidays.
- Three floating holidays.
- Paid sick leave.
- Vacation.
- Flexible Spending Account.
- Deferred Compensation.
- Village-provided technology and a \$65 monthly cell phone stipend.
- Relocation Assistance is Negotiable if Applicable.

There is no residency requirement for this position.

### **Selection Process & Schedule**

Interested candidates should apply online with a resume, cover letter, and contact information for five professional references. **Electronic submissions are required.** The first reviews of resumes will begin on August 18, 2023. The position will be open until filled.

**Apply at:** [www.GovHRjobs.com](http://www.GovHRjobs.com)

For questions contact:

Jim Arndt, Vice President GovHR USA

Tel: 217-500-0770

*Skokie, IL is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer.*