



August 15, 2018

JOB OPPORTUNITY

**VILLAGE OF WINNETKA
ECONOMIC DEVELOPMENT COORDINATOR**

The Village of Winnetka is seeking a full-time Economic Development Coordinator. Under the direction of the Assistant Village Manager, the Economic Development Coordinator is responsible for developing, guiding, and administering the Village's economic development and business relations functions. The position emphasizes business development (existing business retention/expansion and new business recruitment), marketing/branding activities, and special events. The Economic Development Coordinator is a key liaison to the Winnetka business community and Chamber of Commerce and also plays an important role in the implementation of Winnetka's Downtown Master Plan. The position requires experience and expertise in developing strategies to create a sustainable long-term commercial base and to promote the community's vision of its three business districts.

Desired Minimum Qualifications:

- Bachelor's degree from an accredited college or university in urban planning; commercial real estate; public administration; business administration; or a closely related field.
- Four (4) years' progressively responsible related work experience, preferably in a municipal economic development or planning consultant environment.
- Economic Developer Certification desirable.

Other Requirements:

- Excellent written and oral communication skills.
- Ability to provide excellent customer service and work effectively with business owners and tenants, developers, citizens, elected officials, and staff.
- Knowledge of principles and practices of business, real estate, and land use.
- Knowledge of business mathematics, statistics, and research methodology.
- Good organizational and prioritization skills.
- Experience in developing and deploying marketing strategies and tools.
- Ability to maintain and protect confidential information.
- Valid driver's license and safe driving skills.

The weekly work schedule is normally 40 hours in duration, Monday through Friday 8:00 a.m. to 5:00 p.m., but may be extended in the event of emergency, disaster, workload, administrative obligations, or work in progress. This position requires regular attendance at evening meetings as well as evening and weekend events. Work activities are typically conducted in a climate-controlled open office environment and noise levels are usually quiet.

This is an exempt position. Salary range: \$70,000 - \$98,497 (DOQ), plus excellent benefits.

The Village of Winnetka (population 12,200) is an established North Shore suburban community, located approximately 20 miles north of Chicago, with a Council-Manager form of government. The Village has a land area of 3.81 square miles, and there are three business districts: Indian Hill, Elm Street, and Hubbard Woods. In 2016, the community completed its first Downtown Master Plan, and in 2018, adopted a Downtown Streetscape & Signage Master Plan. The Village is in the midst of its first business survey, which will be completed this fall.

Candidates should apply with application, resume, and cover letter. Position is open until filled with first review of candidates September 5, 2018. Applications are available on the Job Opportunities page at www.villageofwinnetka.org. Submit direct inquiries to:

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