

Chief Executive Officer

The Greater Peoria Economic Development Council, a nonprofit organization serving a five county region in central Illinois, is seeking a dynamic and experienced professional to lead its efforts to grow, strengthen, and diversify Greater Peoria.

The Chief Executive Officer is responsible for leading the strategies and operations of the Greater Peoria Economic Development Council, a nonprofit organization that drives economic growth in a five county region in Central Illinois through business, talent, and community development.

The CEO sets the stage for regional collaboration, coordination, and alignment among dozens of local organizations through servant leadership, kindness, authenticity, ethical behavior, and a commitment to inclusivity across all partners.

Essential Duties and Responsibilities:

- Maximize and leverage a strong Board of Directors relationship and provide strategic leadership necessary to assure full Board participation
- Develop and recommend goals and objectives for the Board's consideration and approval
- Work with Board of Directors to develop and execute the strategy to achieve measurable results
- Work with the Finance Committee to develop and execute the organization's budget
- Direct the annual and long-term strategic planning process
- Oversee attainment, measurement, and communication of the annual goals and objectives
- Work closely and collaboratively with partner organizations
- Manage staff in maintaining a highly effective and cohesive work team
- Oversee the region's Economic Development District (EDD) and related Comprehensive Economic Development Strategies (CEDDS) process
- Engage in regular meetings with key stakeholders, business and community leaders on issues affecting the economic vitality of the area
- Serve as ambassador and principle spokesperson for the organization
- Perform other duties and responsibilities as needed
- Serve as organization's liaison with other local and regional organizations
- Lead fund raising efforts with organization members
- Lead negotiator on regional economic development leads, opportunities and grants

Supervision Responsibilities:

The CEO is responsible for covering all responsibilities of their direct reports in periods of extended absences, termination, or resignation.

Regular Schedule:

The organizations main hours of operation are 8am – 5pm, however; completing the responsibilities of this position may require working over 40 hours within a week and/or working on weekends, when necessary.

Strategic Leadership Development:

- Provide inspirational leadership and direction to all executive management and ensure the continued development of all levels of staff
- Facilitate cross-developmental collaboration and strengthen internal and external communications
- Cultivate a strong and transparent working relationship with employees, Board of Directors, and community partners.
- Create strategic internal organizational initiatives to ensure engagement of all employees in accordance with the GPEDC's vision, mission and values

POSITION REQUIREMENTS

The requirements listed below are representative of the knowledge skills and abilities required. Employees who do not possess the requirements for a job at the time of hire will not be considered for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Required:

- 6-8 years of senior level leadership experience in a community and/or economic development organization preferred
- Bachelor's degree from four-year accredited college or university
- Master's degree preferred
- Equivalent combination of education and experience will be considered
- Demonstrated experience maintaining budgets and evaluating financial statements
- Demonstrated experience in managing personnel
- Proven track record in successfully implementing economic growth strategies
- Reporting experience to Board of Directors
- Experience in dealing with both the Public and Private sector preferred
- Process development and implementation

Skills and Ability Requirements:

- Strong relationship building skills and demonstrated abilities to form alliances and partnerships
- Ability to guide the organization to remain flexible in a changing, competitive environment
- Able to develop and use the organization's strategy to provide clarity in an ambiguous environment
- Able to strategically represent the organization to other influential community leaders
- Able to set and articulate a compelling vision for the organization
- Able to model an organization-wide open door policy
- Champions collaboration over competition
- Capable of working effectively independently and in a team environment
- Has excellent communication skills
- Self-motivated, goal and detail oriented
- Able to prioritize multiple tasks and manage time efficiently
- Basic proficiency with financial duties pertaining to business operations, including managing budgets and accounts payable/receivable

Language Requirements:

Fluency in the written and spoken English language is required.

Mathematical Requirements:

This role involves capacity to perform basic financial responsibilities, as well as operational and customer contract negotiation.

Reasoning Ability Requirement:

High-functioning, reasoning abilities are necessary to meet deadlines, prioritize organization and customer needs, and work well with teammates.

Physical Requirements:

The ability to climb a flight of stairs is a physical requirement for employees in the case of an emergency. Occasional lifting up to 20 lbs. may be necessary from time to time. Must be able to sit for long periods of time (up to 8 hours a day).

Salary:

This is a full time, salaried position with benefits. The salary level is commensurate with experience and qualifications.

To Apply:

Please submit your cover letter and resume in a pdf format to Melissa Oliveri at moliveri@greaterpeoriaedc.org. Cover letters may be addressed to Board of Directors Chair Diana Hall.

Application deadline is November 17, 2017.