

Plano Economic Development Corporation

Job Description

Executive Director

I. Basic Function

The position is responsible for the overall management of the Plano Economic Development Corporation. The position is responsible to the Plano Economic Development Board of Directors.

II. Basic Responsibilities and Authorities

Provides leadership and direction in the management of the organization.

Oversees the day-to-day activities of the organization.

Formulates annual budget, subject to Board approval, and monitors expenditure of budget.

Provides leadership and assistance in strategic planning, goal setting, and policy making.

Serves as primary liaison between the Board of Directors and the City of Plano.

Develops and maintains the organization's website.

Develops and maintains current area demographic data including but not limited to current property availability and ownership, existing commercial properties and future commercial and residential development.

Develops and maintains Community and Economic profiles.

Meets with and reports to Board as to the status of the organization's activities and condition.

Provides assistance and support to the Development Director of the City of Plano.

Operates under the Mission and approved policies of the organization.

Performs other duties as assigned by the Board of Directors.

III. Basic Requirements

Considerable experience in economic and community development, including administrative responsibility.

Considerable knowledge of business development, community, and economic development.

Working knowledge of municipal zoning and infrastructure, and planning programs and processes.

Ability to communicate effectively to groups and individuals, engineers, architects, contractors, developers, businesses, supervisors, employees, and the general public.

Ability to establish working relationships with other organizations and economic development practitioners.

A Bachelor's Degree is preferred, especially in Economics, Communication and/or Journalism, but not required.

Ability to prepare and analyze reports/data and proficient in the operation of necessary tools and equipment, i.e. computer, MS Office, QuickBooks and general office equipment (telephone, fax, copier, calculator, etc.).

Wage is negotiable based on experience and qualifications, 10-20 hours per week. Interested candidates are encouraged to submit resumes, salary requirements, supporting documents and a letter of interest via email or hard copy to:

planoedc.org@gmail.com

Plano Economic Development Corporation
7050 Burroughs Avenue
Plano, IL 60545