



Community and Economic Development Associates Position Description:

Vice President Community Support Program - Illinois

Community and Economic Development Associates (CEDA) seeks an individual to fill the position of Vice President Community Support Program - Illinois.

Interested, qualified individuals may submit resume and cover letter to Teri Root, Human Resources Manager, at teri.root@cedausa.com.

About the Organization-- CEDA was created in 1986 as a 501(c)(3) non-profit corporation that strives to support rural communities and economic development organizations with their community and economic development aspirations. CEDA supports rural communities and organizations by providing flexible staff capacity to deliver projects and programs to those we serve. Our team of nearly fifty community and economic development professionals provide staffing services to nearly ninety communities and economic development organizations in Wisconsin, Minnesota, Illinois and Iowa. For additional information about CEDA and the services we provide, check out our website at www.cedausa.com.

CEDA is currently seeking a Vice President Community Support Program - Illinois to implement and oversee the expansion of CEDA and the Community Support Program in the State of Illinois.

Job Title--- Vice President Community Support Program - Illinois

Number of Openings--- 1

Full-Time/Part-Time--- 1 Full-Time

Location— Northern Illinois; including the cities of Peoria, Bloomington, Decatur and Springfield

Salary Range— \$80,000-\$95,000 DOQ

Hours--- 40 hours per week. Occasional early morning and/or evening meetings may be required.

Benefits— Vacation, Health Insurance, Life Insurance, SIMPLE IRA, HSA, Long-term Disability, AD & D, Sick Leave, 8 Paid Holidays

Position Description---This position will supervise and be the first point of contact for all Community Support Program team members working within the assigned state, as well as assist in the expansion of CEDA and the Community Support Program in the State of Illinois. In addition, this position will assist Human Resources in the training and development of employees within the region. Responsibilities could include (but are not limited to):

- Create and oversee initiatives supporting positive growth of company culture.
- To supervise and be the first point of contact for staff in the Region.
- To be the first point of contact for communities and contracts within the Region.
- Secure new contracts and represent CEDA throughout the State of Illinois.
- Ensure quality and consistent delivery of services.
- Carrying out and ensuring the quality of community marketing efforts, while working with the CEDA Communications Manager.
- Measuring the performance of community marketing objectives.
- Assist Human Resources regarding team members under or over performing or other related issues, performance reviews of subordinates and the hiring of additional staff as the need arises.
- Attending workshops and training opportunities relevant to the position.
- Assist in organizing internal CEDA training opportunities for professional development.
- Publicly present at open meetings.
- Communicate with the local press to share accomplishments.
- Provide business development assistance for startup businesses, as well as businesses looking to expand or relocate.
- Cultivate relationships with existing businesses to promote the sustenance and retention of businesses in the communities served.
- Conduct regular check-ins with new CEDA team members.
- Complete other duties as assigned.

Vice President Community Support Program - Illinois will report to CEDA's management and leadership team consisting of the company's COO and President/CEO.

Qualifications—CEDA is looking for a team member who wants more than just a job. We're seeking a passionate, engaging individual who can find excitement and value in the important work that our organization does.

The ideal candidate should be self-motivated, possess high business morals, have excellent oral/written communication skills, and be energetic, results-oriented, and able to develop productive relationships. Qualified applicants should have applicable experience or a degree in community/economic development, public administration, business administration, marketing, management, or another relevant field.

Applicants must have a valid driver's license and reliable means of transportation.

Community and Economic Development Associates (CEDA) is an Equal Opportunity Employer committed to creating a diverse workforce. We will not discriminate against any employee or applicant based upon characteristics protected by law. We welcome and encourage people of all life experiences and backgrounds to apply.