



The GEDC is accepting applications for a Business Director position. The role is responsible for building strong community relationships and supporting business attraction efforts. The position requires an organized, detail-oriented individual with strong technical skills in data management and analysis.

## **Business Director / Grundy Economic Development Council**

### **Responsibilities**

- Business Development
  - Support business attraction, and prospect activities including site selection, preparation of RFI, utilities, etc.
  - Participate in business development marketing activities including trade shows, broker outings, and professional meetings.
  - Develop and foster relationships with the broker/development community, Intersect Illinois, Department of Commerce and Economic Opportunity, Chamber of Commerce, railroads, utilities, local leaders, taxing districts and other outside agencies.
  - Create marketing materials to clearly convey key economic and real estate information, marketing Grundy County's assets and strengths to prospects, brokers, developers, and stakeholders
- Coordinate, research, oversee, and prepare special projects as needed, including the Grundy Resiliency Project and GEDC events. ([reslientgrundy.com](http://reslientgrundy.com))
- Organize and execute the Retention Program with existing businesses and municipalities
- Update monthly/yearly economic data and statistics on the GEDC website.
- Prepare external marketing including social media, print, and radio.
- Promote and represent the GEDC at external events in the community.
- Perform other duties as may be determined by the CEO and/or Board of Directors.



## **Qualifications**

- Minimum of a bachelor's degree, preferably in business or a related field
- Preferred five years business experience
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite, with particular skills in Microsoft Excel preferred.
- Excellent organizational skills with the ability to manage multiple priorities and deadlines.
- Strong interpersonal skills and the ability to build and maintain relationships with a wide range of stakeholders.
- Self-motivated and able to work both independently and as part of a team in a professional business environment.

## **Benefits**

- Salary Range \$60,000 - \$85,000 based on experience
- Flexible Work Hours
- Benefits Available

## **About the GEDC**

Serving Grundy County since 1993, the Grundy Economic Development Council (GEDC) is a not-for-profit organization that recruits new businesses that provide quality jobs and investment while supporting existing companies to help them grow and prosper, for the benefit of all Grundy County residents. When investors, site selectors, and industry leaders are looking to locate or expand their business, the GEDC serves as the primary resource for information, tax information, available property and much more. The GEDC strives to produce a strong and successful business environment in Grundy County.

***Please Send Resumes to [info@gedc.com](mailto:info@gedc.com)***