



# Village of Villa Park

20 South Ardmore Avenue, Villa Park, Illinois 60181-2696

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**Kevin Patrick, Village President**

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## **Job Posting: Economic Development Manager**

Location: Villa Park, Illinois

Organization: Village of Villa Park

### **Position Overview:**

The Village of Villa Park is seeking a proactive and strategic Economic Development Manager to lead and enhance the economic growth initiatives of Villa Park. This role will report to the Director of Community Development and focus on fostering strong relationships with local businesses, attracting new investments, and promoting development practices. This position will oversee two large development projects vital to the Village of Villa Park's growth.

### **Key Responsibilities:**

- Develop and implement economic development strategies that align with community goals and the newly developed Comprehensive Plan.
- Collaborate with stakeholders, including businesses, government entities, and community organizations.
- Conduct market analysis and identify opportunities for growth and investment.
- Manage projects and initiatives that enhance economic vitality in Villa Park.
- Facilitate business attraction, retention, and expansion through support services and resources.
- Coordinate with local officials to promote policies that support economic development.
- Provides regular economic development updates to the Village Board, as well as recommendations for incentive programs and grant opportunities.
- Build and maintain strong relationships with business owners, business tenants, real estate professionals, brokers, landlords, and developers.
- Represent Villa Park at conferences, meetings, and events.

### **Qualifications:**

- Bachelor's degree in Planning, Business, Public Administration, Economic Development, or a related field. AICP Certification is recommended.
- Certified Economic Developer (CEcD) designation is a plus.
- Minimum of 5 years of experience in economic development or a related field, in a local government setting is preferred.
- Thorough knowledge of TIF Districts, joint review boards, business development, municipal zoning, real estate, and infrastructure

- Excellent communication and interpersonal skills.
- Proven ability to manage projects and work collaboratively with diverse groups.
- Familiarity with grant writing and funding opportunities desirable.

**Benefits:**

- Competitive salary with a range of \$94,897.69-116,019.12 (Grade 18)
- Comprehensive health benefits package that includes medical, dental, and vision
- Paid holidays, sick leave, personal leave, floating holidays and an Illinois Municipal Retirement Fund (IMRF) pension and more.
- Professional development opportunities

**Application Process:**

To apply, please submit your resume and cover letter detailing your relevant experience and vision for economic development in Villa Park to Village Manager [mrivas@invillapark.com](mailto:mrivas@invillapark.com). Applications are due as soon as possible and will be accepted until the position is filled.

Join us in shaping the future of Villa Park and driving economic growth within our vibrant community!

*The Village of Villa Park provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*