



The **Springfield Sangamon Growth Alliance (SSGA)** is seeking an ***Economic Development Officer*** to support their mission of growing the economy of Springfield and Sangamon County, Illinois. The candidate should have a background in economic, community or business development. They must be detail-oriented, possess excellent organization and time management skills, and exhibit a high degree of professionalism and confidentiality. The individual will join a small professional group at the SSGA, so it is critical to exhibit a willingness to work as part of a team to accomplish the overall mission and goal. The selected candidate will represent the SSGA and its investors at a number of meetings, forums, and other professional situations therefore, strong communication skills are a must.

Job Description: The ***Economic Development Officer*** performs a variety of professional work including, technical, research and some administrative duties in preparation and implementation of economic development plans, programs, and services. The position aids in the planning and coordination of community development projects, helps guide businesses through the local and State permitting processes, and provides research for SSGA projects. This position is a direct report to the SSGA President & CEO.

Essential Duties and Responsibilities:

- Support economic development initiatives to achieve the goals and objectives of the SSGA and its Board of Directors.
- Assist in the development of short and long term economic and community development plans, as well as the gather information and prepare studies, reports, and recommendations to achieve such goals.
- Prepare and maintain information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes.
- In coordination with owners and brokers, maintain a listing of available properties and buildings.
- Develop strong relationships with current businesses to support an effective business retention and expansion program.
- Develop strong relationships with key representatives of targeted industries and site selection consultants to bolster SSGA's business attraction efforts.
- Perform market research and data analysis to support SSGA objectives and area businesses.
- Coordinate with other agencies, developers, and governmental officials to assist businesses with application and permitting processes.
- Maintain a liaison relationship with various local, State, and Federal agencies.
- Attend professional development workshops and conferences to keep abreast of trends and developments in the economic development field.

Training and Experience Required:

- Previous experience in economic, community and business development.
- Degree from a four-year college or university.
- Ability to prepare and analyze reports and data. Experience with data analysis and market research is preferred.
- Ability to communicate effectively to groups and individuals who reside in a diverse and vibrant community.
- Ability to establish working relationships with other organizations and economic development practitioners.
- Possess skills to operate necessary tools and equipment that are typical in a professional office environment.

Salary is based on qualifications and experience. Full benefits package. The Springfield Sangamon Growth Alliance is an equal opportunity employer.

Interested individuals should submit a resume and cover letter to the following address:

Springfield Sangamon Growth Alliance
Attn: Economic Development Officer Search
531 E. Washington St. – 5th Floor
Springfield, IL 62701

Resumes and cover letters can also be submitted electronically to Rmccrady@thriveinspi.org.

More information about the Springfield Sangamon Growth Alliance is available at www.ThriveInSPI.org.