

Greater Freeport Partnership
Development Services Manager

April, 2024

The Greater Freeport Partnership is a catalyst for dynamic economic growth fostering an inclusive environment where businesses thrive, and our community prospers. We are dedicated to nurturing new opportunities while enriching the fabric of Freeport and Stephenson County.

The Partnership strives to be the driving force for a prosperous future where strategic economic solutions ignite opportunity for growth. We envision a thriving life for our residents that embraces diversity and upholds a strong business community. Our relentless commitment to our community's well-being and economic success sets us on a path to create a dynamic and inclusive Freeport and Stephenson County.

The Development Services Manager will develop, operationalize, implement, and manage programs that help the community and region accommodate business and population growth and revitalize physical facilities within Freeport and Stephenson County. Some programs you will lead, others you will work in a support capacity.

Key areas of responsibility are organized around our organization's focus areas outlined in 2024 Strategic Plan: Business Retention & Expansion, New Business Development & Attraction, Marketing the Region, Visitor Attraction, Advocacy & Policy, and Building the Partnership's Capacity. The Partnership is highly collaborative dynamic office environment that has been intentionally de-siloed. All staff have focused areas of work, but most projects touch multiple focus areas and are approached as a team. The Development Services Manager work will focus on the underlined focus areas listed above and detailed below.

Business Retention & Expansion

- Assist the executive director and meet regularly and confidentially with leaders of companies (all sizes & types) to identify needs, track data, connect resources, and take action on identified trends.

- Work with the executive director to develop, implement and manage a program to engage businesses in a roundtable format regularly to create ideas to support business growth.

- Work with the executive director to establish and facilitate an employer-led workforce initiative that convenes partners with a role in workforce development to address workforce challenges using a Collective Impact approach.

New Business Development & Attraction

- Work with the executive director and brand director to facilitate a targeted new business recruitment program which will target new businesses based on the needs of existing businesses (such as suppliers, symbiotic competitors, supply chain partners, etc.). This work will also rely on usage and familiarity of multiple data sources (such as Placer.ai, US Census and Bureau of Labor Statistics, etc.). Additionally, the Development Services Manager would be responsible for establishing and maintaining positive relationships with developers and real estate brokers to keep a pulse on development opportunities.
- Work with executive director to identify, map, & develop available sites for new businesses and existing businesses expansion. The Development Services Manager will be the leader in maintaining LOIS, our site/building database and ensure its accuracy.
- Participate with executive director in regional marketing discussions with other northwest Illinois counties.
- Work with the executive director to explore housing development barriers by convening developers and employers who have a role in the issue. Explore incentive tools that could assist with financial barriers.
- Establish a growth and expansion incentives clearinghouse--clarify available incentives, grants, streamline internal processes & supports for accessing incentives, provide expert services to businesses seeking incentives and work with fellow directors to ensure updated, easy-to-understand information is on our website. As needed, work with partner regulatory agencies to collaborate and streamline processes and communication with businesses.
- Work with fellow directors to foster entrepreneurship and small business growth. Assist in continuing existing small businesses development and support programming to spark new business growth. Ensure services provided are being tracked and measured to understand our impact.
- Work with executive director to administer the Northwest Illinois Enterprise Zone, which includes interfacing with businesses, creating amendment applications, and tracking incentive data. Work with brand director to market the Northwest Illinois E-Zone.

Marketing the Region

- Work with fellow directors to market the Greater Freeport Partnership and the Freeport region to companies and people interested in the area.

Visitor Attraction

- Working alongside staff continue to build on our successful redevelopment of Freeport's downtown and support rural community efforts to revitalize downtown/main street corridors, with special emphasis given to building redevelopment and conversion of empty upper floors to residential units.

Required Education, Experience and Skills:

- Proven relationship builder with the ability to quickly earn the respect of multiple constituencies, both internally and externally.
- Understanding of and ability to position discussions related to planning and economic development at both the strategic and tactical levels.
- Project management experience with the ability to manage and oversee multiple projects, working collaboratively with other staff to accomplish successful results on deadline and on budget. Self-starter with a “can do” team attitude.
- Maintain confidentiality; perform in an ethical, professional manner.
- Outstanding writing, editing and, verbal communication skills.
- Education – Four-year college degree required. Emphasis in urban/regional planning, geography, community or economic development, architecture preferred. A master’s degree in urban planning, economic development, or public administration is preferred.
- Work Experience – 5-10+ years of experience in city planning, economic and community development or related experience is required; appropriate combination of related education and work experience may be considered.
- Technical Skills – Competency and good working knowledge of e-communication tools, and strong MS Office skills. Excellent organizational, computer, oral and written communication skills.
- Demonstrated experience in using and analyzing data to understand current economic development needs and to predict future opportunities.
- Conditions – Possible occasional travel, evening, and weekend work requirements.

Compensation: Salary \$60,000 - \$70,000 DOQ, plus benefits including health insurance.

Applications, including a cover letter and resume should be sent to awinter@greaterfreeport.com by May 31, 2024.