

Program Manager

The Development Association of Rock Island, Inc.

Reports to: Board Chair

Status: Full-time, exempt

Position Description

The Program Manager for the Development Association of Rock Island, Inc. (DARI) serves as the central point of contact for DARI members and any business that wants to start, expand, or grow within Rock Island. The position ensures that business prospects receive excellent service and are provided the tools, advocacy and connections necessary to succeed. The position ensures that Rock Island attracts and retains jobs, investors, and new businesses.

Qualifications

- Bachelor's degree with preference to degrees in business, economics, or public administration.
- At least three years of professional experience in real estate, economic development, urban planning, and/or business development activities.
- Strong interpersonal communication and presentation skills.
- Knowledge of the principles and practices of community and economic development services.
- Proficient in market research, business writing, and data management.
- Demonstrated experience in program design, implementation, and management.
- Ability to develop the evaluation criteria necessary for obtaining results.
- Passion for Rock Island, urban redevelopment, neighborhood revitalization, and the mission of DARI.

Essential Job Functions

- Serve as the liaison to DARI membership to develop and implement DARI goals in coordination with the City of Rock Island.
- Represent DARI and Rock Island's interest in meetings of boards, committees, and community groups and events as needed.
- Present and report activities at monthly DARI board meetings.
- Meet monthly with current and potential DARI members.
- Work as a process advocate with potential businesses on location assistance and permitting requirements.
- Provide permitting knowledge and assistance for businesses throughout the development process.
- Develop methods to improve streamlining access to resources.
- Increase company satisfaction doing business in town by doing annual retention visits and surveys.
- Develop and maintain a benchmarking system of key economic indicators for business development.
- Provide program research and project leadership for a variety of projects within various areas in the city.
- Identify roadblocks to development and business success and create strategies to overcome obstacles.
- Recruit new businesses that can serve as catalytic anchors and improve vibrancy of commercial districts.
- Work to promote the positive attributes of Rock Island.
- Track vacant and available space for businesses, build and maintain databases.
- Build individual property owner, business, and broker relationships.
- Network effectively with commercial real estate professionals, commercial lenders, and professional service providers.
- Identify new financial resources at the local, state, and national level to support economic development.

Competencies

- Strong enthusiasm for the work of DARI and the goals of the organization.
- Innovative and creative problem solver.
- Critical thinking and professional judgement.
- Ability to communicate professionally and effectively with corporate leaders, elected officials, developers, small business owners, and members of the community.
- Conflict resolution in a manner that reflects and respects the needs of stakeholders and organization.
- Capable of maintaining a high-level of confidentiality in business climate.
- Respect for a diversity of cultures and people.
- Financial management and budget planning.

- Strong organizational skills.
- Self-motivated, organized, and adaptable.
- Ability to conduct base-level research and analyze data sets.
- Proficiency in Microsoft Office Suite and Wordpress.

About

We see Rock Island as a community that offers an extraordinary opportunity to establish a business, that has a wide variety of exceptional places to live, and contains many enjoyable ways to spend our free time. The Development Association of Rock Island is a 501c6 nonprofit organization that focuses its efforts on business, economic, and real estate development, and the marketing of our community. Our mission is to serve as the catalyst to stimulate community and economic development in Rock Island.

Apply

Please send resume and cover letter by email to info@rockislandforward.com
The Development Association of Rock Island is an Equal Opportunity Employer.
No phone calls, please.
Deadline: Friday, February 14, 2020.