

## **Vermilion Advantage**

**Position:** President/Chief Executive Officer

**Reports To:** Vermilion Advantage Board of Directors

**General Scope of Work:** Economic Development

**Specific Areas of Responsibility:** The President/CEO of Vermilion Advantage reports to the Board of Directors and is responsible for directing all Vermilion Advantage activities in economic development in concert with the goals and responsibilities of a chamber of commerce.

The President/CEO is responsible for developing, recommending, promoting and implementing the goals, strategies, policies and programmatic framework for economic development activities in order to promote the economic base and financial stability and for cultivating and promoting a strong and sustainable community with quality jobs and a stable, competitive business environment.

### **General Responsibilities/Tasks:**

Under the direction of the President/CEO, Vermilion Advantage serves as the conduit for all inquiries concerning potential industrial development, expansion of area business, and/or matters pertaining to education, culture, housing and economic growth. The President/CEO is charged by the Board of Directors to collaborate with other agencies responsible for economic growth, including the Convention and Visitors' Bureau, municipal chambers of commerce throughout the County, the American Job Center, Downtown Danville Inc., DACC, Small Business Development Center, school superintendents and the Regional Office of Education, and the Workforce Innovation Board.

### **On-going Activities:**

- Support/attend events and activities.
- Promote Vermilion Advantage through public speaking engagements.
- Achieve the Board-established annual goals.
- Lead and Manage general strategic planning implementation and leadership of entire organization
- Serve as the agency's primary media contact
- Develop budget and manage staff
- Provide overall program and services development
- Raise revenue to support operations.
- Report agency activities to the Board and accept Board member feedback on direction and goals.
- Manage Workforce Development Community Awareness data collections and community awareness activities
- Provide oversight for new business development and business recruitment into the region.

- Lead local industrial development.
- Provide oversight for inter-governmental planning.

The Scope of Work/Job Description is not intended to be all-inclusive, as other programs or activities may be added through action by the Board of Directors.

### **Qualifications**

- BS/BA with more than 3 years experience or an associates degree with 10 or more years equivalent work experience in economic development or chamber of commerce or related field. Additional related training or certifications desirable. Successful experience in business will also be considered, especially as related to business development, sales, and organizational management.
- Knowledge of and experience in non-profit management of chamber of commerce or economic development and their respective programs.
- Strong working knowledge of the Vermilion County communities will be considered a plus.
- Graduate of an accredited economic development program or Chamber Institute preferred.
- Proven track record of working and winning new business locations and assisting existing businesses.
- Strong analytical, organizational, financial, and motivational skills exhibited in an economic development, chamber of commerce, non-profit or business organizational environment.
- Ability to prepare and present concise and effective written reports, interpret and administer policy, and design and implement an annual business plan.
- Strong oral and written communication skills.
- Ability to plan, assign, and manage the work of volunteer boards and committees.
- Valid driver's license, and ability to insure.
- Ability to work with business, community and governmental leaders effectively.
- Knowledge of trends, developments, and techniques in the field of economic development, business or non-profit administration.
- Ability to take initiative, work independently, and juggle multiple tasks.
- Ability to appropriately handle confidential information.
- Ability to deal with problems and make sound decisions.

### **Compensation**

The position pays a minimum salary of \$90,000 as well as health coverage.

Please direct resume, references and questions to Clark Smith, Smart Solutions Group.  
[csmith@smartsolutionsgroup.net](mailto:csmith@smartsolutionsgroup.net) 515-314-9755