



Business Development Coordinator

POSTED ON APRIL 5, 2023 AND WILL REMAIN OPEN UNTIL FILLED.

Overview:

The Village of Antioch is a non-home rule community on the Illinois-Wisconsin border located halfway between Milwaukee and Chicago with a population near 15,000. The Village of Antioch has a vibrant Downtown, and provides many municipal services such as police, parks and recreation, public works, building, and community and economic development.

The Village of Antioch is seeking experienced, qualified, and team-oriented applicants for the position of Business Development Coordinator and Special Events Supervisor. This is a professional level position responsible for new business recruitment, including but not limited to, business retention, managing business attraction programs, special events, and assisting in negotiating business incentives to recruit new businesses and retain existing businesses. The position will be responsible for managing, coordinating and planning the implementation of the Business Development Work Programs, including business attraction, retention, job creation, business assistance, special events, and related functions. They will also manage business outreach efforts, communicate and coordinate with members of the business community, and actively reach out and travel to recruit new businesses for Antioch. The Coordinator will be well versed in business and economic development, building business relationships, communications, and business sales. The Business Development Coordinator will exercise independent judgment and maintain a high level of confidentiality and discretion when required, as well as maintain positive working relationships, and work effectively under deadlines. The position reports directly to the Community Development Director. Excellent oral and written communication skills and analytical skills are essential. *Full position description available upon request.*

Qualifications:

Graduation from a four-year accredited college or university with a Bachelor's Degree in public administration, business administration, marketing or a related field required. Preferred 4 years of responsible professional experience, sales, event planning, or any equivalent education, training or experience providing the desired knowledge, skills and abilities. A valid driver's license is required.

Salary & Benefits:

The salary is DOQ. An excellent benefits package is available.

How to Apply:

Interested applicants should submit a completed application (available on our website); cover letter, resume and three work-related references to:

Village of Antioch
Attn: Lori Romine, Human Resources
874 Main St
Antioch, IL 60002
Or email to:
lromine@antioch.il.gov

Equal Opportunity Employer:

The Village of Antioch 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.