

Director of Economic Development

The City of Calumet City is seeking an exceptional candidate to fill the position of Director of Economic Development. This position reports to the City Administrator and has a primary function of identifying growth opportunities and building strategic partnerships to expand the growth of Calumet City's tax base and increase jobs.

This position will also manage and develop effective new ideas and innovative marketing strategies to advance the City's brand and increase communication platforms to inform stakeholders and residents about activities and accomplishments of the City.

The ideal candidate will have a minimum of five (5) to seven (7) years of experience in economic development, municipal zoning and infrastructure. You must also have knowledge in Tax Increment Financing and other incentive programs.

Working knowledge of MS Office with the ability to work well in a team environment; strong sense of professionalism and discretion required. The starting salary for this position is commensurate with experience. Successful applicants will be required to undergo a background check, drug screening and physical at the expense of the City.

To apply to this posting, your resume and cover letter should be submitted to the address below, no later than July 17, 2026. A job description of this position follows.

City of Calumet City
Attn: City Administrator
204 Pulaski Road
Calumet City, IL 60409 -or-

djaffrey@calumetcity.org
attyburt@omfmlaw.com (copied)

POSITION DESCRIPTION

Position Title:	Director of Economic Development	FLSA Status:	Exempt
Department:	Economic Development	Date Created:	July 2026
Reports To:	City Administrator		

GENERAL SUMMARY:

Provides leadership and direction in the planning, marketing and organization of economic development programs and professional support staff. Leverages business relationships, negotiates private sector investment, administers public sector inducements, and economic development initiatives, strategic partnerships, business investment, and public-private partnerships. Analyzes, develops, and implements economic development projects, agreements, and programs. Serves as a liaison between the City and business community.

ESSENTIAL JOB FUNCTIONS:

1. Leads the development for business attraction, retention and expansion through economic development and marketing programs and policies. Leverage and maintain business relationships to facilitate future deals and projects.
2. Develops short and long-range economic development plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates activities with other departments and agencies as needed. Prepares a variety of studies, reports, graphics, charts, tables, promotional materials, and other related information for decision-making purposes and for economic development activities.
3. Coordinates initiatives and provides staff support to the Mayor and City Council, the Illinois Enterprise Zone Association under the Will/Cook Enterprise Zone, and other agencies as needed and assigned. Monitors local, state, and Federal legislation and regulations relating to economic development, and reports findings, trends, and recommendations to the Mayor and City Council.
4. Provides technical and professional recommendations for economic growth and marketing the City's brand. Makes presentations to respective leadership, boards, commissions, civic groups, the business community, and the public. Implement programs for the City based on marketing trends and economic climate to promote economic development and the community.
5. Conducts community tours and site visits for respective businesses, create site proposals, and marketing the community for business attraction and retention. Attends meetings and/or make presentations outside of normal business hours. Represents the City at ICSC meetings and annual convention. Organizes and oversees the trade show functions for ICSC and other Economic Development organizations.
6. Prepares, monitors, and implements the department's operating and project budgets. Conducts technical research studies, prepares statistical reports, makes recommendations for drafting or revising local legislation and plans projecting trends, monitors socio-economic data, etc.
7. Performs financial and economic impact analysis for development projects including revenue estimates, present value, future value, rate of return, cash flow analysis and debt service calculations on proposed and current development projects. Coordinates economic development incentive programs, evaluates development opportunities, and collaborates with Village staff and partners to advance redevelopment and business investment initiatives.
8. Develops and maintains a comprehensive inventory of available buildings and sites in the community for economic development purposes. Prepares and maintains information on utilities, taxes, zoning, transportation, community services, financing tools, etc.; responds to requests for information for economic development

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purposes; prepares data sheets and other information. Responds to local citizens inquiring about local economic development activities and opportunities.

9. Serves as a liaison between the local government and the local chambers, merchants' associations, economic development districts, redevelopment agencies, and other public, private, or nonprofit groups and associations interested in economic development. Serves as a member of an economic development task force composed of private, local, county or state groups when assigned.
10. Coordinates local economic development financing tools or other county or state incentive programs to attract businesses. Establishes public/private partnership through the implementation and negotiation of economic incentive agreements between the City and private sector. Works collaboratively with other departments to accomplish the City's and project's goals. Coordinates the establishment and manages Tax Increment Financing Districts and Business Districts. Administers and processes the state's Will/Cook Enterprise Zone incentive for projects spanning over five municipalities.
11. Oversees and provides technical support and professional advice to other departments.
12. Performs other related duties as assigned by the Mayor and/or the City Council.

QUALIFICATIONS:

1. Five (5) years of progressively responsible experience in economic development, government relations, municipal affairs, business development, public administration, or strategic planning.
2. Demonstrated experience working with municipalities, elected officials, developers, businesses, chambers of commerce, and community organizations to promote economic growth and investment.
3. Extensive knowledge of municipal processes, zoning, licensing, permitting, redevelopment, business attraction and retention, and economic incentive programs.
4. Experience negotiating development agreements, public-private partnerships, and economic development initiatives.
5. Experience developing, managing, and monitoring operating and project budgets.
6. Strong leadership, organizational, project management, communication, and stakeholder engagement skills.
7. Ability to communicate effectively, both orally and in writing, with elected officials, boards, commissions, businesses, residents, and community organizations.

PHYSICAL REQUIREMENTS:

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites.

General Understanding and Nature of the Position Description

In accordance with the Americans with Disabilities Act, the above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. These statements are not intended to be an exhaustive list of all responsibilities, duties, and skills of personnel so classified.

7/2/2026