



Serving local governments in Muscatine and Scott Counties, Iowa;
Henry, Mercer, and Rock Island Counties, Illinois

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January 2, 2025

To Whom It May Concern:

Bi-State Regional Commission is recruiting for a Community and Economic Development Director.

COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

POSITION OPENING

Salary Range \$67,893 - \$101,839 commensurate on education and experience.

The Bi-State Regional Commission is seeking a strategic hire for succession planning. The position is an Exempt non-remote position and will report to the Executive Director and the Deputy Director. The successful candidate will supervise and participate in economic development, general planning, recreation, and environmental services for the Bi-State Region and its member local governments. Familiarity with the Economic Development Administration (EDA) processes and grants including Comprehensive Economic Development Strategy development and the role of Economic Development Districts (EDD's), CDBG block grant administration, FEMA mitigation planning and grants, management of EDA Revolving Loan Administration requirements including loan development, monitoring, servicing, marketing, and preparation of EDA reports is desired. Additionally, knowledge of Regional Planning Agencies, Council of Governments, and or MPO transportation planning processes is preferred.

The position involves communication with a variety of stakeholders regarding Bi-State services and collaboration with federal, state, and local governmental entities. Job requirements include: 1) leadership skills with ability to establish/maintain effective internal and external working relationships; 2) excellent verbal and written communications; 3) ability to articulate a wide range of complex/technical subjects in small and large groups with staff, Board members, federal, state, and local officials, partner agencies, and the public; 4) professionalism in communications, appearance, relationships, responsiveness, and a commitment to maintain strict confidentiality of sensitive, non-public information; 5) experience in supervising, developing, training, and mentoring staff; 6) project management skills including delegation in a multitask-oriented environment, ability to adapt to change, competing demands, and delays/unexpected situations; 7) proficiency with Microsoft Office products; and 8) possession of a valid driver's license and the ability to drive.

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The successful candidate will have a Master's Degree or combination of related experience and certifications from an accredited college/university in urban planning, public administration, geography, or a related field with minimum seven years' experience including three years' experience in supervisory role is required. Benefits include three weeks paid vacation plus additional based on years of experience; 12 days of sick leave per year; 11 paid holidays; ability to flex 40 hours/week over seven days and 80 hours; short and long-term disability; employer pays approximately 85% of health premium; continuing education reimbursement of 50%; and assistance with moving costs. The region's cost of living is below the national average.

EQUAL OPPORTUNITY EMPLOYER.

For more information about Bi-State Regional Commission, visit <http://www.bistateonline.org> Send a detailed resume to: Human Resources, Bi-State Regional Commission, 1504 Third Avenue, Rock Island, Illinois 61201 OR email to jhenderson@bistateonline.org

Deadline: February 14, 2025 or until filled.

For questions or information, contact Jill Henderson: (309) 793-6300, ext. 1134 OR email to jhenderson@bistateonline.org.