

**JOB
ADVERTISEMENT**



Title:	Director of Economic Development and Tourism
Reports to:	City Administrator
Department:	Administration/Building Department
Compensation:	Range: DOQ
Hours:	Part-time: 25- 35 Hours/Week

The City of Sandwich is accepting applications for the position of **Economic Development and Tourism Director**. This individual will serve as a direct city contact to promote prosperous growth in the City of Sandwich while serving as a liaison between various city departments, government entities, and land owners/developers.

The Director will provide a unified and coordinated economic development and tourism program, focused on activities which lead to successful economic growth and development city wide. Serves as the city's grant writer, and as the primary advocate for building a strong, adaptive, and equitable economy in the City of Sandwich

Successful candidate will have excellent personal skills, and experience working within the business community to achieve goals. Ability to understand and communicate clearly, both written and verbally while applying municipal code requirements consistently and fairly. Possess a sharp attention to detail and consistency with the ability to think creatively and strategically to assist potential developers and business owners in developing and growing in Sandwich.

Ideal candidate will have experience in economic development, tourism, and special event planning along with an undergraduate degree in business, marketing, public administration, planning or a related field. Current license/experience with real estate, insurance or banking is preferred.

Individual will be expected to pursue professional economic development certification / accreditation within 1 year of hire.

Must possess a valid Illinois Driver's License, be fingerprinted, pass physical exam, and required background check.

To Apply:

Submit resume' and cover letter to:

City of Sandwich
Attn: City Administrator
144 E. Railroad Street
Sandwich, IL 60548
or gpenman@sandwich.il.us