

Date of Notice: December 28, 2015

**Trotwood Community Improvement Corporation Board
Notice of Open Contracted Position**

Executive Director of Trotwood Community Improvement Corporation (TCIC)

Nature of Work:

The Trotwood Community Improvement Corporation (TCIC), a nonprofit agency located in Trotwood, OH is seeking an innovative, energetic person to serve as Executive Director of TCIC. The incumbent will be responsible for advancing, encouraging, promoting, and revitalizing industrial, economic, agricultural, commercial, and civic development of Trotwood by ensuring core indicators are enhanced through business recruitment and retention, housing and neighborhood stabilization/development, urban redevelopment, and community development by cultivating investment/developer relationships in our community and educational system and acting as liaison to federal, state, and county economic development organizations. This contract position reports to the TCIC board and submits reports to the City Manager to ensure cohesion with strategic initiatives.

Qualifications:

- In addition to strong technical and professional skills, this position requires effective/courteous verbal and written communication, marketing, financial acumen, networking and relationship building skills in order to continue the City's development and revitalization efforts.
- Grant management experience, including ED/GE and Block grants is a must, as well as a working knowledge of TIFs, CRA, and Enterprise/Federal Hub Zones.
- Candidate must have Bachelor's degree in Public Administration, Business Administration, Marketing, Economics, Engineering, Transportation and Logistics, Public Relations, Urban Planning or related field; Master's Degree preferred; supplemented by seven (7) years of progressively responsible experience in project management, finance, and/or government management; or equivalent education and experience.

Salary: Commensurate with experience

Application Process:

Submit cover letter, resume and application to hrrecruitment@trotwood.org or fax to 937-854-6964. Applications may be downloaded from www.trotwood.org click "Jobs" on the home page or obtained in person at 3035 Olive Rd. in Trotwood, Oh.

Application deadline is 4:30 PM, Friday, January 15, 2016

EOE-M/F/D