



## **Spoon River Partnership for Economic Development (SRPED)**

### **Assistant Director**

#### **Position Summary**

The Assistant Director supports the Executive Director and the mission of SRPED by advancing economic development, community growth, and organizational initiatives throughout Fulton County. This position plays a key role in the day-to-day operations, supporting business development efforts, organizational administration, marketing and communications, stakeholder engagement, and project coordination. The Assistant Director reports to the Executive Director, with guidance and oversight provided from the SRPED Board of Directors.

This is a hands-on, multi-functional position ideal for someone who is highly organized, detail-oriented, self-motivated, and comfortable managing multiple priorities in a collaborative, small-team environment.

#### **Key Responsibilities**

- Support the day-to-day operations and administration of SRPED.
- Assist with economic development initiatives, community projects, and business engagement efforts.
- Supports the Executive Director in maintaining relationships with investors, stakeholders, businesses, and community partners.
- Coordinate communications, marketing, website content, social media, and promotional materials.
- Assist with grant writing, , fundraising efforts, local, state and federal funding programs and organizational programs.
- Drive fundraising strategy and revenue growth
- Conduct research, track projects, and support strategic initiatives that advance SRPED's mission.
- Provide general support to the Executive Director and Board of Directors as needed.

#### **Knowledge, Skills & Abilities**

- Strong organizational and administrative skills
- Excellent written and verbal communication abilities
- Ability to manage multiple projects and priorities simultaneously
- Strong attention to detail and problem-solving skills
- Proficiency with Microsoft Office, Canva, social media platforms, and database/CRM systems
- Ability to work independently while contributing to a collaborative team environment
- Professional, dependable, and adaptable



### **Preferred Experience**

- Economic development, nonprofit or community development experience
- Marketing, communications, or public relations experience
- Grant administration, fundraising, or project management experience
- Experience working with businesses, entrepreneurs, or community organizations
- Knowledge of local government, economic development programs, or community engagement initiatives

### **Employment Details**

- Full-Time Position
- Salary commensurate with experience and qualifications. Salary Range: \$42,000 - \$48,000
- Insurance Stipend
- Retirement Stipend
- Paid Time Off
- Paid Holidays
- Evening and weekend hours required (limited)

SRPED is committed to fostering economic vitality and enhancing quality of life throughout Fulton County. We encourage candidates who are passionate about community development, relationship building, and organizational excellence to apply.

### **How to Apply**

Interested candidates should submit a resume, cover letter, and three professional references to [marketing@cantonillinois.org](mailto:marketing@cantonillinois.org).

Applications will be accepted until the position is filled.

### **About SRPED**

Mission:

Spoon River Partnership for Economic Development exists to advance, revitalize, and invest in Fulton County communities to drive economic vitality and to improve quality of life.

Vision:

An engaged county where families thrive, businesses grow, and recreation, tourism, and opportunity are abundant.