



Regional Director of Workforce Development & Hancock County Business Development

Great River Economic Development Foundation (GREDF)

Position Summary

The Regional Director of Workforce Development & Hancock County Business Development leads workforce development efforts across Adams and Hancock Counties, while serving as the primary business development lead for Hancock County.

This role is responsible for developing, retaining, and upskilling the regional workforce through strategic, data-driven initiatives, while also supporting business growth, retention, and expansion specifically within Hancock County.

The position reports to the Vice President of the Great River Economic Development Foundation.

Core Responsibilities

Business Retention, Expansion & Investment (Hancock County Focus)

- Lead business development, retention, and expansion efforts specifically within Hancock County.
- Conduct regular business outreach and visitation to identify opportunities, challenges, and risks.
- Connect businesses with workforce, financial, and technical assistance resources.
- Serve as a liaison and advocate between businesses and local, state, and regional partners.
- Maintain accurate records of business engagement and support business attraction efforts.
- Assist with grant applications and economic development initiatives.
- Assist with development and implementation of long-term economic development strategies, focusing on growth sectors and sustainable community development.



Workforce Development & Strategy (Adams & Hancock Counties)

- Lead workforce development strategies and initiatives serving both Adams and Hancock Counties.
- Use labor market data to identify workforce needs and guide strategic initiatives.
- Develop and support programs that promote career pathways, upskilling, and barrier reduction to employment.
- Lead and expand initiatives such as Tri-State Makerfest, Career Spark, Career Launch Signing Day, and Jobs in the Gym.
- Support earn-and-learn opportunities in partnership with K-12 schools, John Wood Community College (JWCC), and employers.

Employer Engagement & Career Pathways (Regional)

- Partner with employers across the region to address workforce needs and talent attraction strategies.
- Coordinate employer participation in career exploration, work-based learning, and hiring events.
- Align employer needs with education and training systems to strengthen workforce pipelines.

RootEd Alliance Illinois Coordination

- Lead coordination of workforce components of rootEd Alliance Illinois across the region.
- Translate workforce data on industry trends, career pathways, and employer expectations into clear, actionable career pathway information.
- Collaborate with JWCC and rootEd advisors to ensure alignment between advising, education, and employment opportunities.

Partnerships & Strategic Initiatives

- Collaborate with regional partners, including educational institutions, employers, and community organizations.
- Represent GREDF on committees, taskforces, and community initiatives.
- Support long-term economic development strategies and funding opportunities.



Qualifications

Education & Experience

- Bachelor's degree in a related field (e.g., Business, Economic Development, Education, or Communications) and/or 3–5 years of relevant experience
- Equivalent combinations of education and leadership experience will be considered

Skills & Competencies

- Strong analytical and data-driven decision-making skills
- Excellent written and verbal communication abilities
- Ability to manage multiple projects and priorities
- Skilled in relationship-building with business, government, and community stakeholders
- Proficiency in Microsoft Office or Google Workspace
- Ability to work independently and collaboratively

Licenses & Requirements

- Valid driver's license required

Work Environment

- Preferred residence in Hancock County
- Some evening and weekend work required
- This position may be based in Adams or Hancock County; however, regular in-person engagement in Hancock County is essential. Candidates not residing in Hancock County will be expected to maintain a consistent on-site presence, typically 2–3 days per week, to support business development efforts.

Compensation & Benefits

- **Salary:** \$40,000 - \$45,000
- **Benefits:** 401(k), health insurance, and paid time off

Equal Opportunity Employer

GREDF is an Equal Opportunity Employer and complies with all applicable federal, state, and local nondiscrimination laws.

Applications

If you are interested in applying, please submit a current résumé, cover letter, and three references to Madison Peters at petersm@gredf.org.