

LINCOLNWOOD, ILLINOIS COMMUNITY DEVELOPMENT DIRECTOR



MGT

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COMMUNITY DEVELOPMENT DIRECTOR

MGT (formerly GovHR USA) is pleased to announce the recruitment and selection process for Community Development Director for the Village of Lincolnwood, Illinois. This brochure provides background information on the Village of Lincolnwood as well as the requirements for the position. Additional information about Lincolnwood can be found on the Village's website: <https://www.lincolnwoodil.org/>

Candidates interested in applying for the position should apply online with their résumé and cover letter, along with contact information for five (5) work-related references at www.GovHRUSA.com by April 21, 2025 for best consideration. The position is open until filled. Questions regarding this opportunity should be directed to the Executive Recruiters working with the Village of Lincolnwood:

MGT (formerly GovHR USA)

Maureen Barry, Senior Consultant

Phone: 847-380-3240, x116

Ashley Eccles, Senior Consultant

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THE COMMUNITY

Lincolnwood is a vibrant, diverse, and growing community that serves as the gateway to the North Shore in Cook County, Illinois. With a unique blend of residential, commercial, and light industrial areas, the Village offers an ideal balance of suburban charm and urban convenience. Home to approximately 13,500 residents, Lincolnwood prides itself on its ethnic, racial, and socioeconomic diversity, fostering a welcoming and inclusive environment for families, businesses, and visitors alike.

Lincolnwood is a small but mighty 2.7 square mile community. Strategically located just 10 miles north of downtown Chicago, Lincolnwood enjoys exceptional access to regional amenities. The Village continues to evolve, with new commercial and residential developments shaping its future. The recently completed District 1860 mixed-use development has transformed the community with luxury apartments, dining, retail, and entertainment options. The Village is also home to popular dining destinations, including Stefani Prime, L. Woods, and Libanais, as well as the Lincolnwood Town Center regional mall and seven automotive dealerships. Several key developments are currently underway, including a dual-branded Marriott hotel and an Amazon Fresh grocery store, further strengthening Lincolnwood’s reputation as a thriving economic hub.

As Lincolnwood redevelops key commercial and multi-family areas, neighborhood shopping remains a cornerstone of the Village’s economy. Retail corridors along Lincoln Avenue, Devon Avenue, and Touhy Avenue feature an array of shops, restaurants, and services that cater to both residents and visitors. The Village is known for its diverse and highly regarded culinary scene, attracting diners from across the region.

Residents enjoy a high quality of life with access to outstanding parks, recreation, and cultural amenities. The Lincolnwood Parks and Recreation Department offers a variety of programs, events, and recreational opportunities for all ages. Outdoor enthusiasts can take advantage of Cook County Forest Preserves, located just minutes away, featuring golfing, biking trails, tobogganing, and picnic areas. Lincolnwood is also home to the exclusive Bryn Mawr Country Club, an 18-hole championship golf course that provides a premier private club experience.

Education is a priority in Lincolnwood, with Lincolnwood School District #74 offering a one-campus setting with innovative instruction, dedicated faculty, and a full-day kindergarten program. High school students attend the highly acclaimed Niles West High School, part of District #219, which is known for its strong academic programs, extracurricular opportunities, and college preparatory curriculum. Additionally, Lincolnwood provides easy access to higher education institutions, with Oakton Community College and several nationally recognized universities within a 10-mile radius.

With its strong sense of community, thriving economy, and commitment to redevelopment, Lincolnwood remains a premier destination for residents, businesses, and visitors alike.

LINCOLNWOOD AT-A-GLANCE*

Incorporated: 1911

Population: 13,463

Land Area: 2.7 square miles

County: Cook

Median Home Value: \$475,400

Median Household Income (in 2023 dollars): \$107,950

Households: 4,593

Lincolnwood Racial Makeup: White: 63.7.1%, Asian: 26.4%, Hispanic: 7.5%, Black: 2.9%

* Source: US Census Bureau Quick Facts

VILLAGE GOVERNMENT IN LINCOLNWOOD

Lincolnwood is a professionally managed home rule community operating under the Council/Manager form of government. The Village is served by a Board of Trustees with a President and Village Clerk. The President, Clerk, and six-member Board of Trustees are elected at large for four-year terms. The Board of Trustees meets semi-monthly on the first and third Tuesday of the month. Their meetings can be watched live on AT&T U-Verse Channel 99, RCN Channel 49 and Comcast Cable Channel 6. Meetings also stream live and on-demand at lincolnwoodil.org/mediacenter. The consolidated local election was held in April 2025. The incumbent Village President ran uncontested.

The professional Village Manager oversees day-to-day municipal operations and was appointed in 2019. The Community Development Director is appointed by and reports to the Village Manager and is a key member of the executive leadership team. Village departments include Community Development, Finance, Fire, Parks and Recreation, Police, Public Works and the Village Manager's Office.

Department Heads are very supportive of one another. The key to their success is the shared sense of collaboration, teamwork and supportive community-focused atmosphere in the Village. Lincolnwood prides itself on an open and stable government that works hard to provide municipal operations at a low cost with a strong emphasis on customer service.

Lincolnwood is a full-service municipality with 101 FTEs, a contracted Fire Department, and 250+ seasonal staff. In 2024, the Village transitioned to a calendar year budget which totals \$68 million, including a nearly \$34 million general fund budget. The Village is focused on investing in its infrastructure, including facilities improvements and is in the initial planning stages of an Aquatic Center renovation and a potential Recreation Center.





THE DEPARTMENT

The Village of Lincolnwood's Community Development Department is responsible for administering the Village's building, zoning and development codes. It provides staff assistance to the Village's Plan Commission/Zoning Board of Appeals and the Economic Development Commission. Services provided by the department include plan review, permit issuance, and construction inspectional services.

In addition to these services and duties, the Department also carries out various community planning initiatives and improvement projects. The Department is staffed by eight full-time positions and a part-time intern and contracts for some building plan review and inspection services. The Community Development Department has a \$1.8 million operating budget.

A proposed update to the Village's Comprehensive Plan, adopted in 2016, is in the FY 2025 budget following input on a proposed scope of services from the Economic Development Commission and Plan Commission. A Request for Proposals is be issued to select a land use consulting firm to complete the Comprehensive Plan Update.

THE POSITION

The Village is seeking a knowledgeable and collaborative leader to oversee its Community Development Department, guiding planning, zoning, and economic development initiatives to support the Village's growth and vitality. There are no internal candidates.

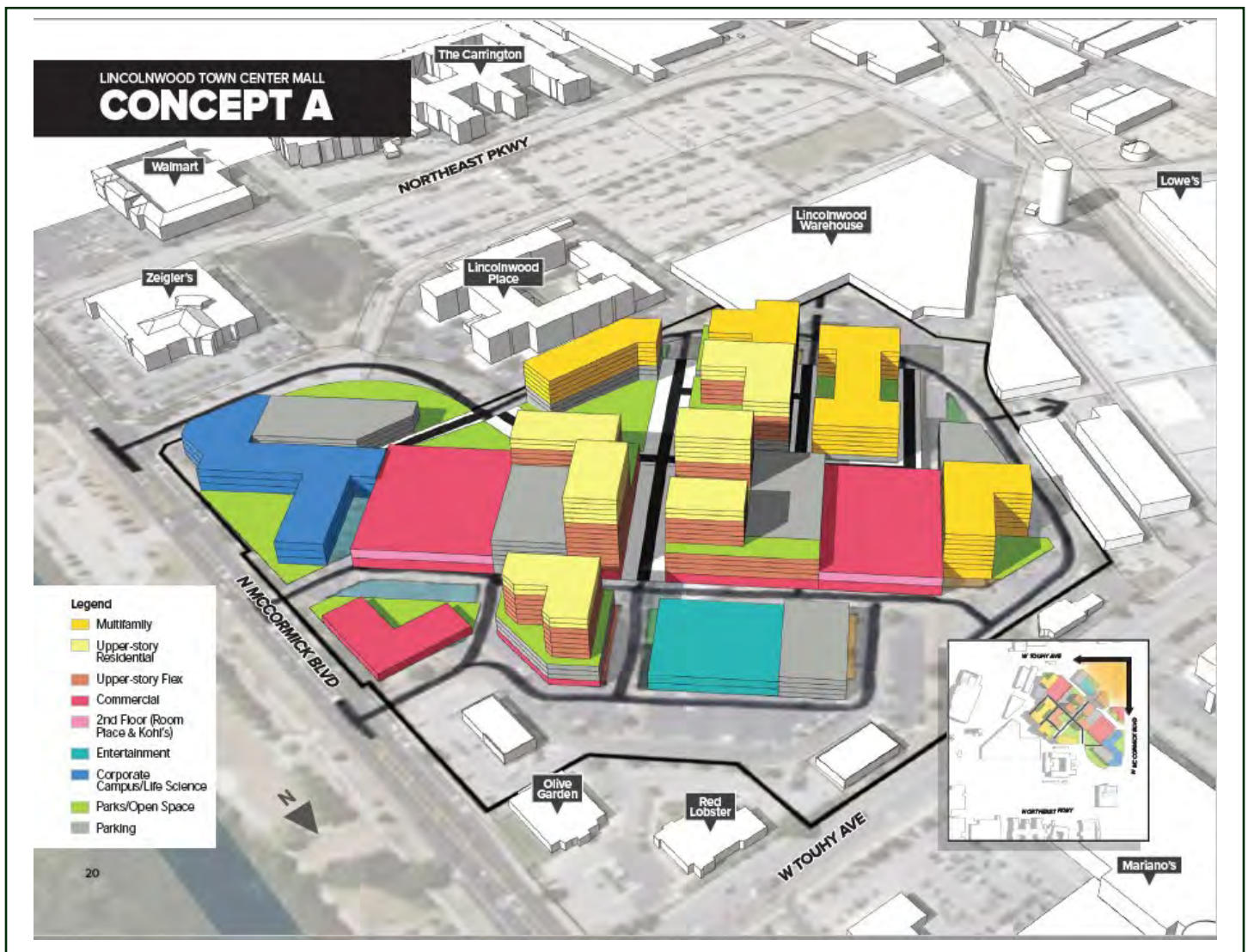
The Director is an integral part of the Village's leadership team, with responsibilities including oversight of critical functions, such as planning, zoning, permitting, building code review and interpretation, code enforcement, and building construction inspection.



CHALLENGES AND OPPORTUNITIES

The Village is seeking an assertive professional to focus on economic development and key redevelopment opportunities. The new Director will lead a talented team in the Community Development Department in addressing the following challenges and opportunities:

- **Key Projects:** With the Lincolnwood Town Center on the verge of redevelopment, the Community Development Director will lead the redevelopment process for the 30+ acre site. The next Director will continue to finalize the buildout of District 1860 which includes the completion of a Marriott hotel, Amazon Fresh, and commercial spaces on the first floor of the mixed-use building. The Director will also coordinate a Comprehensive Plan from start to finish, with distribution of the Request for Proposal through implementation of the new plan.



- **Economic Development & Business Retention:** Coordinates the attraction of businesses, fosters business growth and retention to maintain a strong local economy and reduce commercial vacancies. Develops strategies to attract new businesses while supporting the needs of existing businesses to promote long-term economic sustainability. Works with the Economic Development Commission to develop policies and to provide valuable input.



CHALLENGES AND OPPORTUNITIES *(continued)*

- **Urban Planning & Land Use Management:** Provides leadership in urban planning by supporting the Plan Commission/Zoning Board of Appeals (PC/ZBA) and the Economic Development Commission in addressing zoning, land use, and redevelopment initiatives. Collaborates with these bodies to ensure a well-balanced, forward-thinking approach to community development.
- **Strategic Planning & Development Goals:** Develops, maintains, and updates both long-term and short-term development goals for the Community Development Department. Aligns these goals with the Village's strategic initiatives to guide sustainable growth and infrastructure improvements. The Lincolnwood Town Center Concept Plan provides a long-term vision for the Town Center area and will influence the types of design of future development.
- **Marketing & Public Outreach:** Creates and implements economic development marketing strategies to promote the Village as a business-friendly destination.
- **Business & Intergovernmental Relations:** Engages with private businesses, developers, and public agencies to enhance economic viability, attract investment, and support redevelopment projects. Serves as a key resource for businesses navigating Village regulations, permitting processes, and incentive programs.
- **Code Enforcement & Regulatory Oversight:** Reviews, updates, and enforces zoning, building, and development codes to ensure compliance with local, state, and federal regulations.
- **Policy Compliance:** Ensures adherence to all Village policies, protocols, and procedures in department operations. Provides professional recommendations to elected officials, commissions, and other stakeholders regarding policies, planning initiatives, and economic development strategies.
- **Community Engagement:** Represents the Village as the liaison to the local Chamber of Commerce and other business, planning, and economic development organizations. Builds strong relationships with community stakeholders to foster collaboration and enhance the Village's economic and development interests.

EDUCATION AND EXPERIENCE REQUIREMENTS

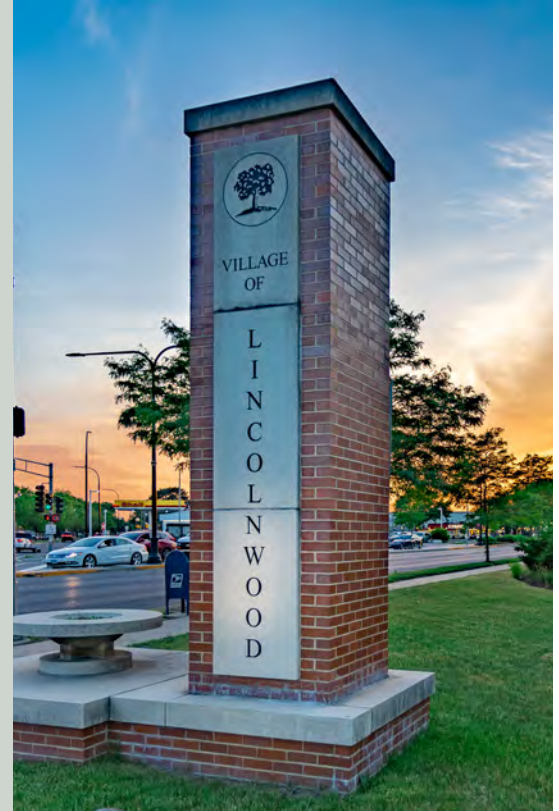
- Bachelor's degree in urban planning, architecture, public administration, or a related field from an accredited institution is required. A master's degree is preferred.
- American Institute of Certified Planners (AICP) certification and/or Certified Economic Developer (CEcD) designation desired.
- A minimum of seven years of experience of progressively responsible planning and development is required.
- Knowledge of rules, regulations, and effective implementation strategies for community and economic development programs and incentives, understanding of Illinois land use regulations, and developer agreements.

IDEAL CANDIDATE

The Village is seeking a highly collaborative executive with a proven track record in customer service excellence, process improvement, planning and zoning administration, strategic thinking, planned development, and economic development. This individual must be able to work closely with elected and appointed officials and department heads on both the Village's short and long-term planning needs.

The successful candidate will also have:

- A desire to pursue community development best practices and innovative strategies and techniques, particularly with experience in communities that have transitioning and thriving commercial areas.
- Strong communication skills and demonstrated history as a pragmatic problem solver who will help identify solutions and manage processes to facilitate effective community development policies and programs.
- The ability to engage the Village Manager and Village Board when recommending and debating issues to ensure the best options are considered and discussed.
- A demonstrated record of success in leadership of senior and junior department employees, encouraging the staff in creative problem solving and innovation, and fostering a thriving culture of teamwork within the Department.
- Familiarity with technology, applications and software commonly used in Department operations and processes. Knowledge of municipal enterprise/financial systems is a plus.
- Experience in supervising a building and code enforcement division, understanding the need to balance consistency with common sense in code application.
- Experience in adaptive reuse of commercial or residential buildings.



COMPENSATION AND BENEFITS

The salary range is \$140,153 - \$196,214 +/- DOQ. The Village offers a competitive benefit package, including medical, dental and life insurance, membership in the Illinois Municipal Retirement Fund (IMRF), optional 457 deferred compensation plan, four weeks of accrued vacation, sick leave, holidays, and an educational stipend. The Village does not have a residency requirement. Attendance at evening meetings is required.

HOW TO APPLY

Apply online at www.GovHRjobs.com with a resume, cover letter and contact information for five professional references by April 21, 2025 for best consideration. This position is open until filled. Confidential inquiries may be directed to Maureen Barry, Senior Consultant, MGT, at 847-380-3240 x116 or to Ashley Eccles, Senior Consultant, MGT, at 847-380-3240 x134. For questions regarding the position, department, or organization, please contact Human Resources Manager Lamar Jones at Ljones@lwd.org or 847-745-4711.

The Village of Lincolnwood is a proud Equal Opportunity Employer.



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