

Kyle A. Knott

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EXECUTIVE SUMMARY

Conscientious, dedicated local government professional with a passion for high quality public service delivery. A year and half of direct experience related to understanding what it means to be an effective city manager, specializing in community and economic development, marketing, and event planning – having been involved or led events that attracted 160+ professional attendees and 250,000+ visitors. Applies thoughtful and practical strategic perspective to organizational development objectives and strives to extend beyond cost-effective and efficient operations by encouraging practices related to economic resiliency and community inclusion. Recognized for collaborative leadership, candor, tenacity, and empathy. A value-driven community leader with a confident presence, capable of blending authenticity with professional conduct to build trusting, positive stakeholder relationships.

Core competencies include:

Website, Survey, & Newsletter Creation • Event Hosting • Schedule Coordination • Database Management • Graphic Design
• Project Management • Business, Community, & Economic Development • Marketing • Strategic Planning • Community Engagement

EDUCATION

Master of Public Administration, May 2020

Northern Illinois University, DeKalb, IL

Specialization: **Local Government Management**

Bachelor of Science in Political Science, May 2018

Northern Illinois University, DeKalb, IL

Emphasis: **Public Administration and Service**

GPA: 3.78/4.0

Honors Thesis: **Analyzing Neighborhood Perceptions of Local Grasslands: A Study of Framing Effects**

PROFESSIONAL EXPERIENCE

Management Intern: Economic Development and Marketing, Village of Belleville, Belleville, WI, October 2018 – Present

- Draft and administer press releases
- Oversee the creation of the main Village and economic development websites
- Plan and implement development and marketing strategies like new community-branding and strategic planning for the Belleville Community Development Authority, Economic Development Committee, Chamber of Commerce, and Super Committee
- Manage all Village and Chamber social media accounts, which include Twitter, Facebook, and Nextdoor
- Write the Belleville newsletter, which includes blog posts, updates from Village partners, community news, and more
- Participate on Belleville's Community Guide, Bastille Day Lakefest, and UFO Day committees
- Implement a comprehensive business retention and expansion program, which involves hiring and training a new Economic Development Coordinator who will eventually transition to the Chamber of Commerce Executive Director
- Assist with the Village's downtown revitalization initiatives

- Facilitate real estate procurement through consultation and partnership with development agencies such as Wisconsin Small Business Development Center, county development corporations, and the Wisconsin Economic Development Corporation
- Lead the Village's succession planning, employee recognition, and other organizational cultural improvement efforts

Community and Economic Development Intern, Village of Mukwonago, Mukwonago, WI, October 2017 – September 2018

- Organized the First Annual Mukwonago Economic Development Summit, furthering the Village's reputation as a regional development leader and resulting in 160+ attendees and more community partnerships
- Engaged in comprehensive community outreach and engagement, including managing the Village's Instagram, Facebook, and Nextdoor accounts and online calendar of events; distributing surveys; and interviewing small business owners
- Facilitated economic development meetings between appropriate stakeholders to ensure an environment of collaboration and shared vision among Village leaders
- Coordinated between state, federal, and nonprofit agencies to assess the feasibility of proposed projects like a highway reroute and a culinary incubator
- Drafted reports on best social media marketing practices, infrastructure capacity, and the Village's negotiation policy
- Coordinated efforts to update Village ordinances with the Village Engineer, Public Works, and Utilities
- Prepared and presented presentations related to downtown revitalization, the state of the Village, and performance measurement/management
- Participated in the hiring process for the Clerk-Treasurer position by checking references and keeping updated files on each candidate with information such as the results of background checks
- Worked extensively on downtown revitalization and the implementation of a TID and 115-acre industrial park
- Facilitated and initiated new partnerships between regional development agencies, the Village, and the Mukwonago Area School District
- Led in-depth process improvement efforts including implementing a new cloud-based project tracking program using Google Sheets and creating document checklists for the Planning and Clerk departments
- Participated in the Village's three-year strategic planning led by a UW-Extension center
- Led nearly all Village business retention efforts including outreach and scheduling, interviewing, and follow-up
- Earned experience in project management as a lead project manager for the Village's website redesign

Intern, Elk Grove Township, Elk Grove, IL, May 2017 – August 2017

- Managed the food pantry including stocking, processing dozens of clients, and partnering with five food suppliers to provide necessary sustenance for township residents
- Participated in various community and administrative meetings resulting in experience in community organization
- Coordinated with 10+ local organizations for the annual school supply drive including scheduling, tracking, confirming and developing partnerships, and dropping off materials
- Created marketing material using Canva and Publisher to attract applicants to a job fair and clients to the township's on-site employment agency
- Drafted wireframes, also known as page schematics or screen blueprints, for webpage updates
- Organized and updated the job and community resources board
- Aided in the facilitation of the two Youth Services boys' social skills group to learn more about township services and gain experience in group leadership

Intern, Frankfort Chamber of Commerce, Frankfort, IL, May 2016 – August 2016

- Organized a nationally ranked art festival that attracts over 250,000 visitors through collaboration with over 300 artisans including recording payments, ensuring the correct submissions of applications, and managing records in Excel
- Planned and implemented the annual golf outing by developing marketing materials and partnering with various community organizations

Intern, Kankakee County Chamber of Commerce, Kankakee, IL, May 2015 – August 2015

- Collaborated with two local agencies to execute numerous community events including a music festival, car shows, and business after hours
- Planned a social media marketing campaign using Excel for a Chamber affiliate group to guide their marketing strategy

OTHER EXPERIENCE

Intern, DeKalb County Business Incubator, DeKalb, IL, January 2017 – May 2017

- Cofounded a startup company called the Illinois Business Innovation Association, earning experience in project management, working with a founding board or steering committee, web design, and business development. You can learn more about this organization at illinoisbusinessincubators.com

CONFERENCE PRESENTATIONS

2019, Rho, E., Han, S., & Knott, K. Doing More or Doing Less? From the Dynamic Perspective to Understand the Effect of Managerial Networking on Performance. The 2019 Public Management Research Association Conference (PMRC). June 2019 in Chapel Hill, NC

HONORS AND AWARDS

- Membership in Phi Theta Kappa Honor Society
- Recipient of a divisional scholarship in the humanities and a transfer scholarship
- Membership in Pi Sigma Alpha National Political Science Honor Society
- Graduated with University Lower Division Honors and Political Science Departmental Honors
- One of three students selected by NIU's MPA Department to be a graduate assistant, thereby receiving a full tuition waiver

VOLUNTEER EXPERIENCE

Big Brothers, Big Sisters, Big Brother, April 2017 – Present

NIU ICMA Student Chapter, President, July 2018 – Present

- During my tenure as President, I am leading efforts to rebuild this long-standing organization. In the last year I assembled an executive board, worked with them to draft a strategic direction, made the Chapter an officially recognized student organization, created a website, and mentoring program, and hosted multiple events. Next year my efforts will be focused on developing close campus partnerships, clearer organizational programs, and procedures. Learn more at niuicma.com

Engaging Local Government Leaders, Blog contributor, #cityhallselfie day volunteer, and small participation in conference planning, April 2018 – Present

Northern Illinois University School of Nursing, Strategic planning facilitation, January 2018

AFFILIATIONS

Member, Engaging Local Government Leaders

Member, Illinois Association of Municipal Management Assistants

Member, Illinois City/County Manager Association

Member, International City/County Management Association

Member, Wisconsin City/County Manager Association