



Executive Director Job Description

Primary Purpose: Provide economic development services to the community while lending management and leadership to the Board of Directors and Special Service Area #62 Advisory Commission.

Duties/Responsibilities:

Manage organization on a day-to-day basis. Seek opportunities for economic development in Edgebrook and Sauganash, including business attraction and retention, establishment and management of Special Service Area and resource allocation for the local business community.

Provide leadership and direction in concert with ESCC Board of Directors and SSA #62 Advisory Commission. Develop and present work plans and budget to Chamber directors and SSA commissioners. Work in partnership with board of directors, SSA commission, Chamber members, governmental agencies and other organizations.

Ensure financial and technical administration of all paperwork, including city, state and federal requirements. Manage all records, paperwork, legal filings and budgets for the organization.

Develop Chamber membership, including member database, member dues payment tracking, dues renewal and membership communication. Develop recruitment program to reach out to all business members of Edgebrook-Sauganash community.

Develop and manage volunteer program to optimize chamber initiatives through active involvement by its members. Develop system to evaluate these initiatives.

Develop and implement a sustainable fundraising and sponsorship program. Develop annual budget and provide evaluation at completion of fiscal year.

Prepare and implement systematic communication program including social media, direct mail, e-mail blasts, website management and newsletter to Chamber members and non-members.

Position Requirements

Bachelor's degree in Business, Communications, Public Policy or related area. Master's degree preferred.

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At least five (5) years experience working with non-profit organizations or in a similar capacity.

Prior experience as a Chamber of Commerce Executive Director and Special Service Area Manager with proven success developing and managing relationships with City of Chicago departments and agencies. Proven ability to comply with regulations and interface with all governmental authorities.

Excellent written and oral communications skills.

Must be self-motivated, independent and a good listener.

Professional maturity in dealing with members and policy areas.

Proven fiscal management experience with budgeting and undergoing governmental audits. Quickbooks experience a plus.

Website administration proficiency, including strong understanding of web design, maintenance and integration with other communications channels.

Strong human relations skills, including ability to facilitate diverse groups to achieve collaborative solutions.

Ability to take multi-disciplinary approach to problems, working cooperatively with individuals from diverse backgrounds.

Technical proficiency with computer and database applications including Sharepoint, ECM and City of Chicago portal. Understanding of Chicago economic development tools, zoning codes, building codes, and commercial real estate terminology.

Strong project management background with proven success at multi-tasking in high visibility situations with results-oriented approach.

Ability to plan, organize and create new programs and events.

Strong detail orientation.

Large scale fundraising experience with grants, corporate sponsors, membership recruitment and special events.

Reports to: Edgebrook-Sauganash Chamber of Commerce officers and directors.

This is a full-time position with no benefits. Salary commensurate with experience.

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