



EDGEWATER CHAMBER OF COMMERCE

## Position: Economic Development Manager

**Location:** Chicago, IL (Neighborhood: Edgewater)

**Type:** Full-Time, Exempt

### About the Edgewater Chamber of Commerce

The mission of the Edgewater Chamber of Commerce is to create and support a thriving business environment, contributing to a vibrant Edgewater community. We organize and present marketing, education, networking, and advocacy programs to increase commercial activity and strengthen existing businesses and Chamber members in the Edgewater community. Founded in 1984, the Edgewater Chamber of Commerce is a 501(c)(6) nonprofit organization and the Edgewater Development Corporation, a 501(c)(3) nonprofit supporting organization, serving the Edgewater business community.

### Summary of Position

The Economic Development Manager is responsible for building strong relationships with businesses, property owners, external partners, agencies, community organizations, government officials, and other interested parties to attract and retain businesses in Edgewater. The position will manage programs that beautify the streetscape, promote the area, and improve the overall vibrancy of the commercial districts in the community. Overseeing the delivery of the Special Service Area (SSA) business plan, the position will execute contracts and agreements with vendors for services provided within the SSA. Ensuring compliance with the policies and procedures of the SSA and City of Chicago's Department of Planning and Development, they will prepare necessary documents, policies, and programs for SSA Commission approval.

### Essential Duties and Responsibilities

Managing business attraction and retention strategies, including:

- Promoting the Edgewater community throughout Chicago
- Identifying and engaging with prospective businesses and helping them to secure space in Edgewater through connections with brokers, landlords, and developers
- Maintaining a current database of existing businesses and available spaces in Edgewater
- Working with landlords in renting storefronts; providing information and encouragement to prospective business owners and investors
- Marketing Edgewater's commercial corridors to fill vacant storefronts
- Visiting newly opened businesses and maintaining strong relationships with business owners to ensure business retention in Edgewater
- Participating in events that promote Edgewater as a business-friendly area
- Staffing and managing Edgewater's Economic Development and Planning Committee and their work plan
- Designing and implementing programs that bring awareness to the Edgewater community as a tool for economic development and business attraction
- Managing the Edgewater Development Corporation Neighborhood Business Development Center (NBDC) grant program and work plan
- Completing monthly deliverables and other duties and responsibilities as needed and/or assigned
- Overseeing neighborhood planning along the commercial corridors in Edgewater including coordinating with consultants to spearhead plans

### Overseeing management of SSA #26:

- Leading SSA Commission meetings
- Managing relationships with SSA commissioners, ensuring that the SSA is in program compliance with the City of Chicago and that SSA commissions operate in sync with Edgewater's mission and goals
- Recruiting new SSA commissioners as needed
- Managing and implementing projects & services approved by the SSA commissioners
- Developing an annual budget and workplan with commissioners for submission to the City; reviewing financials and audits; assisting Commissioners in drafting and adhering to bylaws; acting as a liaison among the SSA Commissions, City agencies, the Chamber and taxpaying constituents
- Managing programs and services for the SSA, such as: landscaping, holiday decorations, snow removal, trash removal, litter removal, tree maintenance, installation of wayfinding signage, installation of public art, installation of bike racks, and more as needed
- Managing special projects, such as demographic and marketing studies, as needed
- Help manage the Elevate Devon Corridor Plan project, in partnership with the Rogers Park Business Alliance and Loyola University
- Representing Edgewater at small business expos, and other events as needed
- Making recommendations for improvements to organizational systems and implementing changes and modifications to current systems, as needed
- Building relationships in a mission-based environment that lead to support for the organization and its programs
- Completing monthly reports and any other required deliverables for the SSA program

### Qualities

- Highly collaborative with a relationship-building style of communications and strong customer service skills
- A demonstrated ability to manage multiple projects in a deadline-driven, team-oriented environment
- A motivated self-starter who takes initiative and employs highly developed problem-solving skills
- Solid verbal and written communication skills; ability to make presentations and communicate information professionally and clearly
- Must respect and embrace diversity in all its forms when interacting with peers, supervisors, community partners, business owners, and residents

### Qualifications:

- Bachelor's degree, emphasis in business or urban planning a plus
- Experience with analysis, strategic planning, project management, and small business development and/or community development
- Experience with budgetary management and compliance with proper financial controls and procedures
- Public speaking and strong writing skill required
- Availability for occasional evening and weekend events
- Familiarity with the Edgewater area/far north side of Chicago a plus

### Compensation and Benefits

The Economic Development Manager is a full-time salaried position. Benefits include paid vacation and holidays, matching retirement contributions, health insurance and a flexible work environment.

### To Apply:

Email a cover letter and resume to [Christina@edgewater.org](mailto:Christina@edgewater.org) by Thursday, June 30, 2022. No calls, please. The Edgewater Chamber of Commerce is interested in receiving applications from a broad spectrum of individuals and is committed to creating an inclusive and equitable environment.