



Position: Executive Director

Location: Edgewater neighborhood in Chicago, Illinois

Type: Full-Time, Salaried. Occasional weeknight and evening hours are required.

Salary: \$80,000 - \$85,000 DOQ

The Edgewater Chamber of Commerce seeks a strategic and entrepreneurial leader to work with the Board of Directors to implement our mission to create and support a thriving business environment, contributing to a vibrant Edgewater community. The Executive Director reports to the ten-member Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives.

Essential Duties + Responsibilities

We are seeking an executive to provide leadership, vision, and day-to-day oversight of the organization.

Management and Administration

- Manage and support a team of full-time, part-time, contract, and seasonal employees
- Support the Chamber Board of Directors, the Edgewater Economic Development and Planning Committee, and SSA #26 Commission
- Maintain contracts for the Chamber, Edgewater Development Corporation and SSA #26, ensuring regulatory and legal compliance
- Develop annual work plan and budget for the Chamber, Edgewater Development Corporation, and SSA #26

Communications

- See that the board is kept fully informed on the condition of the organization and important factors influencing it
- Publicize the activities of the organization, its programs, and goals
- Foster solid working relationships with community leaders, elected officials, and organizations to further the Chamber's goals
- Represent the programs and point of view of the organization to agencies, organizations, and the general public
- Promote the neighborhood and the small business community
- Serve as organizational spokesperson and positively represent the organization and the Edgewater small business community

Small Business Support + Advocacy

- Serve as the voice of local, small businesses and advocate for their best interests
- Provide relevant and timely information and resources to businesses
- Support existing businesses and attract new businesses to Edgewater
- Maintain productive relationships with commercial property owners

Finance

- Identify and seek diverse funding sources to ensure the ability of the Chamber to carry out its mission
- Develop the annual budget for the Chamber, Edgewater Development Corporation, and SSA #26
- Manage the day-to-day finances of the organization
- Produce events throughout the year
- Manage the programs of the Chamber, Edgewater Development Corporation, and SSA #26
- Recruit members and support existing members

Qualifications

- Strong commitment to the Edgewater small business community
- Bachelor's Degree
- 5+ years of relevant experience, including 3+ years of experience supervising staff and managing a board or committee
- Demonstrated experience in community and economic development
- Proven track record of building consensus among diverse stakeholders and constituencies

Competencies

- Non-profit management
- Fundraising
- Strategic Planning
- Event Production
- Ability to manage diverse interests
- Ability to manage multiple projects, timelines, and priorities effectively
- Effective communication in a variety of mediums to convey information to influence stakeholders

Work Environment + Benefits

The Edgewater Chamber of Commerce provides a supportive and flexible work environment. The position receives a salary, three (3) weeks' vacation, 10 paid holidays, a health insurance stipend, and 3% IRA matching contributions.

To Apply:

Email a cover letter, a resume, three (3) professional references, and a one-page writing sample that describes your vision for the Edgewater Chamber of Commerce under your leadership with the subject line “Edgewater ED Position” to katrina@edgewater.org. No calls, please.

The Edgewater Chamber of Commerce is an equal-opportunity employer.