



EXECUTIVE DIRECTOR POSITION SUMMARY

Type of work:

- Office presence - Required
- Active outreach and networking involvement - Required

Salary: Competitive salary and benefits

The Executive Director will have overall strategic and operational responsibility for the Little Village Chamber of Commerce and the Special Service Area #25 (SSA #25). The Little Village Executive Director must cultivate, grow and develop relationships with the community, understanding its unique needs and limitations. The Executive Director oversees the overall planning, coordination and execution of all Chamber and SSA #25 programs, projects and services. The creation and implementation of strategic plans is crucial for the continued growth of both organizations and is an important task for the Executive Director. This individual will have supervisory authority and responsibility over all Chamber and SSA #25 staff. The Executive Director will report directly to the Chamber's Board of Directors.

Overall Responsibilities

Leadership and Management

- Comply with the internal policies and regulations of the chamber of commerce and reinforce that all personnel of the chamber and the Special Service Area #25 also comply with these regulations and policies.
- Develop and implement the strategic plan for the future of the Little Village Chamber of Commerce and the Special Service Area #25.
- Ensure ongoing programmatic excellence and consistent quality of the Little Village Chamber of Commerce and Special Service Area #25 projects and events
- Oversee the management, operations and administration of the Special Service Area #25.
- Responsible for the recruitment of all personnel, both paid staff and volunteers.
- Lead, mentor, and inspire both organizations' staff
- Complete performance assessment for staff and maintain employee records.
- Manage and support staff in all program areas and ensure that the programs support the organizations' strategic goals.
- Actively engage and empower chamber members, local businesses and residential communities.
- Connect with other business focused organizations and programs, incorporating and sharing best practices.
- Ensure there are effective systems to track progress as well as consistent evaluation, and communication of such evaluations.
- Prepare budgets, manage and communicate financials to the Board of Directors.

Administrative

- Reports all Chamber and Special Service Area #25 activities to the Board of Directors and commissioners.
- Convene Chamber Board and SSA #25 commissioner meetings.
- Ensure proper annotation and distribution of meeting minutes to Board Members and Commissioners.

Program Oversight (Specific oversight and planning for the following programs)

- Marketing
- Business Assistance
- Infrastructure Programs
- Board Development

Fiscal Oversight

Fundraising

- Source and manage all grants
- Actively seek and write grant proposals to foundations and corporations
- Research new sources of funding
- Plan fundraising events such as networking events, parade and golf outing

Oversee Chamber Finances

- Ensure the Chamber meets all legal and accounting requirements.
- Contact appropriate channels and provide oversight for annual audits.
- Provide guidance to ensure that grant and other funding source requirements are met.

Qualifications:

- Candidates should have 4-5 years of experience in a management capacity; bachelor's degree with a focus in business and/or marketing preferred.
- Excellent communication/mediation skills, including writing and public speaking.
- Superb organizational management with the ability to lead staff, manage and develop high performing teams, set and achieve strategic objectives, manage a budget and provide financial oversight, archiving and accountability measures.
- Strong bilingual written and verbal communication skills required (English/Spanish)
- Exceptional interpersonal skills.
- Information systems knowledge: MS Word, Excel, QuickBooks, Access, Google Suits and some website development knowledge preferred.
- Experience working with both the private and public sectors.
- Available to represent the Chamber at various functions.
- Salary commensurate upon experience.

Little Village Chamber of Commerce

The Little Village Chamber of Commerce, proudly recognized by the United States Hispanic Chamber of Commerce as Chamber of the year in 2018, is a membership organization that has represented the interest of local businesses for more than 30 years. Its mission is to promote and support the growth and success of businesses in Little Village and to leverage the community's unique cultural identity in order to generate new opportunities. The Chamber works closely with business and community leaders, government agencies, law enforcement, corporate partners, elected officials and others to address the issues that affect the community and the commercial area.

The Little Village Special Service Area #25 (SSA #25)

The Little Village Special Service Area #25 (SSA #25) was established in 2004 to elevate 26th Street's existing assets; to create a dynamic public space that attracts new businesses and shoppers and strengthen the residential community. Over the past four years the SSA #25 has worked to accomplish these goals through different activities and services.