



The Hinsdale Chamber of Commerce, in Hinsdale, Illinois, is seeking candidates to apply for the role of Executive Director.

The Hinsdale Chamber of Commerce is seeking an outstanding and dynamic leader to serve as our next Executive Director. The HCC staff is comprised of the ED and 2 part-time employees. The chamber was formed in 1924 and currently has 253 active members.

Hinsdale is a west suburban community located along the Burlington Northern railway approximately 22 miles west of Chicago. The village was incorporated in 1873 and is home to a central business district that is listed National Register of Historic Places. Hinsdale is home to many turn-of-the century homes and a large number of recently redeveloped homes as well. The two school districts consistently rank in the top of all school districts in Illinois and are nationally ranked as well.

The ED is accountable to the board of directors to provide executive leadership to the Hinsdale Chamber of Commerce. The ED is also responsible to implement the policies, procedures, and objectives set by the board, and to oversee the day-to-day operations of the chamber, including management of programs, staffing, membership and marketing efforts.

The ED is a full-time exempt employee with a salary of \$55,250 and opportunities for bonuses based on growth in chamber membership.

Directions for applying for the Hinsdale Chamber of Commerce Executive Director job can be found on the Hinsdale Chamber of Commerce website at hinsdalechamber.com.



Thank you for your interest in applying for the Executive Director position of the Hinsdale Chamber of Commerce.

A complete application will include the following:

1. Completed application
2. Resume
3. Responses to the questions provided

Please email the information to Jim Slonoff at jslonoff@thehinsdalean.com. If you have questions you can send them to that email address as well.

Thank you again for your interest. As our interview process moves forward we will notify you via email of your status.



Please answer the following questions.

Limit your answers to no more than 250 words for each.

1. What specific ideas do you have to grow chamber membership? To retain current members?
2. The chamber executive director is the face of our organization. Please share some examples of successful partnerships you have created in the business community and identify your role in each.
3. What are the three most important attributes or skills that you believe you would bring to the chamber? Please give examples of how each will serve you in the role of executive director.



Hinsdale Chamber of Commerce

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

POSITION DESCRIPTION: Executive Director

ORGANIZATION: Hinsdale Chamber of Commerce



REPORTS TO: Board of Directors

GENERAL FUNCTION: The Executive Director is hired by and is responsible to the Chamber's Board of Directors and is responsible for the day-to-day management of all Chamber functions and for carrying out policies and duties established by the Board through an annual program of action.

SPECIFIC DUTIES: In accordance with Chamber bylaws, policies, and annual performance goals established by the Board of Directors, and with appropriate delegation, the Executive Director shall:

1. Establish the organizational structure for the office and the related staffing structure;
2. Establish administrative policies and procedures for office functions;
3. Recruit, hire, and develop staff through direction, coaching, training, support and delegation of responsibilities. Administer an effective personnel program, which includes job descriptions, performance standards, performance appraisals, and salary administration;
4. Develop and supervise an effective program of membership growth and development and membership services;
5. Develop and maintain an effective communications program responsive to the needs of the membership;
6. Develop and conduct education programs to advance the professional, technical, and managerial skills of the membership;
7. Utilize partnerships with local agencies as appropriate;
8. Organize and conduct an annual meeting consistent with the objectives of the Chamber;
9. Provide all necessary information and materials to inform the Board, elected officials, partner agencies and membership on appropriate issues;
10. Maintain effective internal and external public relations;
11. Serve as spokesperson for the Chamber in conjunction with the Board Chairperson;
12. Manage the finances of the Chamber in collaboration with the Chamber Treasurer, including timely delivery of monthly financial reports to the board and the preparation of an annual budget and long- range forecasts of needs; approval of disbursements, signing or co-signing

checks with one of the board's officers and maintaining general control of expenditures.

13. Maintain the legal integrity of the Chamber;
14. Plan and coordinate meetings of the Board of Directors and others affiliated with the Chamber;
15. Provide board packet reports to the Board of Directors at least 5 business days prior to each board meeting that includes an Executive Director report;
16. Monitor and assist committees of the Board;
17. Identify critical issues that may impact the Chamber and its members.
18. Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to communicate clearly and concisely, both orally and in writing.
2. Ability to direct, supervise, and delegate work activity.
3. Possess general knowledge of business practices and operations
4. Ability to establish and maintain effective working relationships with the Board of Directors, employees, committees, members, governmental units, civic groups and the general public.
5. Ability to review and critically appraise program proposals and other complex issues.
6. A demonstrated commitment to and vision for the mission of the Hinsdale Chamber of Commerce.

RELATIONSHIPS:

The Executive Director:

1. Maintains regular contact with the Board of Directors and its committees on policy and program matters and other issues as appropriate.
2. Works cooperatively with local units of local government and other local partner agencies to achieve chamber goals.
3. Maintains contact with regional, state and national organizations and the general membership to the extent needed for program objectives.
4. Maintains appropriate relationships with other associations and vendors to enhance the image of the Chamber and the attainment of its objectives.