

Description

The Buffalo Grove Lincolnshire Chamber of Commerce is currently seeking a highly motivated and dynamic Executive Director. The Executive Director is the Chief Executive and Administrative Officer of the Chamber and is responsible to the Board of Directors for a full range of activities, including but not limited to the following: attracting and retaining members, developing business partnerships, developing, managing, and marketing programs and events, overseeing the organizational structure, interpreting policies and procedures, motivating volunteers, managing income and expenses, managing staffing, training staff and new members, managing Chamber operations, facilitating strategic planning, and serving as liaison to Chamber constituents.

Duties and Responsibilities

- Work closely and partner with the Board of Directors to prepare and implement a targeted and practical strategic plan that advances the mission of the Chamber, ensures the ongoing development of the Board of Directors and a pipeline of board members and officers, ensures a process for developing programming to meet the needs of the business community, and maintains continuity and consistency in existing programming.
- Responsible for advising the Board of Directors on the management of all operating and budget activities, including working closely with the Treasurer to develop the Chamber budget and relating budget-to-program goals, preparing monthly financial statements, and ensuring that the financial records are audited annually.
- Lead ongoing efforts to increase membership to a level that supports the business community and maintain those levels to ensure necessary income for the operation of Chamber programs.
- Provide leadership and support to the various Chamber committees and conduct periodic assessments of programs, to identify and address needs of the membership and community, and to develop innovative programs that will ensure a return on investment for members.
- Proactively make recommendations to the Board of Directors for changing programs and developing a system of measuring progress toward attainment of program, business, and community goals.
- Cultivate and maintain positive relationships with all Chamber business partners and constituents. Represent the Chamber in meetings of local, state, and national organizations. Constantly strive to develop a better public understanding of the purpose and functions of the organization.
- Conduct periodic assessments of various Chamber processes and implement improved technologies and systems that will facilitate operational efficiencies.
- Responsible for overseeing all human resources functions for the Chamber, including the overall direction for the recruitment, hiring, development, and retention of high-quality professional and administrative staff.
- Maintain and review the effective organizational structure of the office and ensure ongoing staff support of all functions.
- Use integrated marketing and communications solutions (i.e., E-technologies, social media, website, etc.) to enhance and advance the Chamber's mission.

Required Job Qualifications

- Bachelor's degree is required, with credentialing in nonprofit management desired.
- Must have a minimum of three (3) years of business operations / management and/or nonprofit management experience.
- Three to five years of experience in a leadership positions, including staff management, financial management, and preferably Board relations. Display leadership characteristics (organization, negotiation, diplomacy, and enthusiasm).

- Demonstrated interest in the advancement of the business community and in building key partnerships with community leaders and local / state agencies representatives.
- Excellent verbal and written communication skills, facilitation, listening, and public speaking.
- Significant experience developing strategic plans relating to business development and/or membership acquisition.
- Strong sales, business development, and critical and analytical skills required.
- Demonstrated experience in communications and integrated marketing, including website content management, email marketing, and social media.
- Considerable experience with ChamberMaster (or similar database management system) and Constant Contact.
- Ability to work with and effectively communicate with diverse individuals and to work across and in support of different and varied business and all industries relating to the Chamber membership.
- High attention to detail, strong process orientation, demonstrated capability to interface and maintain effective relationships with Board members, staff, community and business leaders, and vendors.
- High proficiency in the use of Microsoft Office tools (Word, Excel, and PowerPoint).
- Ability to travel up to 10% and work some evenings and weekends for Chamber events (Business After Hours, BG Days, Special Events, etc.), professional meetings, and conferences.

We anticipate a high volume of applications for this position, and we regretfully cannot respond to all applications. We will, therefore, only respond to those candidates whose backgrounds align with our immediate needs and who best meet the specific requirements for the position. We will retain your information on file for the applicable period for consideration of future position openings.

Please submit your resume and cover letter by June 13, 2019 to: Adriane Johnson via e-mail at adriane@populusxp.com.

The Buffalo Grove Lincolnshire Chamber of Commerce, in conformity with applicable laws, is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, sexual orientation, age, religion, national origin, or disability.

Salary Range

- \$45,000.00 to \$60,000.00.