



Chicago Southland Chamber of Commerce - Executive Director Position

The Chicago Southland Chamber of Commerce is seeking applications for the position of Executive Director.

Company Overview

The Chicago Southland Chamber of Commerce provides regional leadership, advocacy, strategic alliances and programs that unite and grow its members and the business community. The Chamber represents 90 years of history, communities in five counties, with over 300 members.

Position Overview

The Executive Director (ED) of the Chicago Southland Chamber of Commerce (CSCC) position reports to the CSCC Board of Directors. The ED will facilitate the activities and strategies of the CSCC that are aligned with the mission and the goals set forth by the Board of Directors. The ED is the key representative and advocate for business owners and employers in the Chicago Southland Region.

Areas of Responsibility

The ED will be charged with the overall operation, financial direction, supervision of staff members, and volunteer coordination of the CSCC. They will oversee strategies and committees that enhance the relationship with and between CSCC members. They will increase and maintain CSCC membership and participate in business and community activities throughout the region.

The position has full responsibility for leading the CSCC, including but not limited to:

Business Operations

- Provide administrative leadership of all operational functions of the CSCC
- Work with staff and the board to develop an annual budget for the CSCC
- Reconcile the financials on a monthly basis in accordance with the budget. Work with accountant to ensure accuracy and completeness
- Locate, write for, and manage grants including submitting timely grant reports
- Schedule, arrange and attend meetings of the Board of Directors, serving in an advisory role
- Schedule, arrange and attend all meetings of the CSCC Education Foundation Board of Directors, serving in an advisory role
- Supervise the Office Manager and Member Relations Coordinator

Membership, Sponsorship & Communications

- Build and grow relationships with members, sponsors, community partners, local chambers, and workforce development organizations
- Direct membership recruitment and retention plans with Membership Coordinator and Committee

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- Oversee communications plan and manage all organizational communication to members, including social media, email and programming

Events & Programming

- Manage and grow member-focused programming, assess existing programming and develop programming that best delivers value to CSCC members
- Emcee CSCC sponsored events to include monthly Meet and Greets, Business after Hours and annual signature events
- Provide event management and oversight for all CSCC events. Ensure events are organized, properly staffed and professionally executed
- Develop effective marketing plans for all CSCC sponsored events
- Oversee volunteer recruitment and coordination Regional & Community Partnerships
- Represent the CSCC on regional organizations and committees
- Serve as liaison to regional and state partners, local chambers and workforce development organizations
- Build relationships with local municipalities

Minimum Qualifications

- Minimum 10 years related experience with a chamber of commerce, non-profit, or business organization that operates in a similar manner
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources
- Demonstrate skills in marketing, sales, customer service, public relations, coalition building, leadership and the ability to serve as a liaison with local and regional committees
- Experience in staff or volunteer management
- Preparing budgets and operating under a budget, as well as the ability to analyze and report financial data
- Grant Experience
- Computer skills must be current and sufficient to accomplish the work of the CSCC in an efficient manner.
- An understanding of government and the legislative process
- Excellent listening skills, positive leader, friendly demeanor, strong collaborator, as well as oral and written communication skills are required

Compensation

Competitive salary with benefits based on experience and qualifications.

Please send resume and cover letter to:
Info@chicagosouthlandchamber.com by January 10, 2025.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

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