

Ad for the Logan Square Chamber of Commerce Executive Director

The Logan Square Chamber of Commerce is located in one of the fastest growing business communities in Chicago. The Chamber now seeks to hire a dynamic, entrepreneurial proven leader with excellent oral and written communication skills to become its next Executive Director. The Logan Square Chamber currently has over 150 members.

The Executive Director reports to a 12 member Board that represents the interests of organizations ranging from large corporations to small sole proprietorships in Logan Square and surrounding areas. The Executive Director oversees a staff of two and provides leadership and executive management for planning, budgeting and implementation of Chamber programs, notably membership recruitment/retention.

Key responsibilities for this position include serving as an effective liaison and communicator for the Chamber in matters of economic development with individual businesses, legislators and community leaders. A broad perspective and a depth of knowledge and experience in marketing, networking and management are critical as well as the ability to leverage social media in a more robust and engaged manner than at present.

Qualifications include the ability and willingness to effectively work with volunteers as well as a wide and deep network of personal and professional contacts. Must be organized, efficient and energetic. Must have strong interpersonal, written and oral communication (especially listening) skills with the proven ability to build consensus and to demonstrate creativity in achieving the Chamber's goals. Must have at least a bachelor's degree or work history that demonstrates successful leadership roles. Experience with voluntary board governance and management would be helpful. Prior experience with collaborations with economic development agencies and convention visitor bureaus would be a decided plus. A resident of Logan Square would be another plus but we require the candidate at least have familiarity with the neighborhood and its history.

The Chamber is prepared to offer a compensation package of salary and/or benefits tailored to the successful applicant's needs. This would be in the range of \$50K to \$60K/year, with potential for growth through performance incentives after the first year in the position.

Applicants must provide a cover letter, a resume, a business writing sample (at least 1 page/ a few paragraphs) that describes the candidate's thoughts about the future of Logan Square's economic development and the future activities with which the Chamber should be involved and at least three professional references. The confidentiality of applicants for the position will be respected throughout the search process.

Application materials should be sent to Logan Square Chamber of Commerce, 3147 W Logan Blvd, Suite 12, Chicago, IL 60647 or emailed to eds@loganchamber.org No phone calls please.