



Executive Director

The Lakeview Roscoe Village Chamber of Commerce seeks an experienced full-time Executive Director. The Executive Director supports a vibrant business district by providing vision, direction, and leadership to the Chamber and its staff in implementing the strategic goals of the organization as well as its partners, Special Service Area 27 (SSA 27) and Friends of Lakeview. This position is responsible for managing the overall operations of the organization, reporting to the Chamber's Board of Directors. Annual salary is commensurate with experience.

To Apply

Applications accepted through August 15, 2021. Please submit a cover letter and resume to:

Lisa Santos, Transition Committee Chair

board@lrvc.org

Subject: Executive Director Application

No phone calls or walk-ins, please.

Responsibilities

- **Management & Administration**
 - Manage a team of four full-time and two part-time staff, plus seasonal event support staff/ intern(s), to successfully carry out annual work plans
 - Support the administration of the Boards of the Chamber, SSA 27 and Friends of Lakeview by advising and informing the Boards, and planning and coordinating Board meetings
 - Maintain contracts with SSA 27 and Friends of Lakeview, and maintain legal and regulatory compliance for all three entities
 - Develop annual work plans and budgets in collaboration with the Boards of the Chamber and Friends of Lakeview as well as the SSA 27 Commission
 - Maintain organizational strategic plans and office policies and procedures and carry out new strategic planning and periodic updates to office policies and procedures
 - Ensure the organization has sufficient revenue and resources to carry out its mission
- **Business Services**
 - Support the success of local businesses through the development and implementation of direct service programs, including networking and professional development events as well as technical assistance
 - Grow the Chamber's membership program to better serve businesses and increase revenue to support the Chamber's work
- **Community Events & Neighborhood Promotion**
 - Oversee a successful slate of programs to attract attention and customers to Lakeview and Roscoe Village
 - Develop community events that support the mission of the Chamber, SSA 27 and Friends of Lakeview



- Oversee initiatives to strengthen neighborhood identity, promote shopping local, and increase the visibility and status of Lakeview and Roscoe Village
- **Government Relations**
 - Effectively work with all levels of government for Chamber, SSA 27 and Friends of Lakeview needs such as, but not limited to, grants and contracts
- **SSA Streetscape Programs**
 - Support SSA 27 maintenance, beautification and placemaking efforts
- **Advocacy & Community Relations**
 - Monitor issues important to the health of the Lakeview and Roscoe Village business communities and advocate for necessary policy changes
 - Cultivate relationships with key community and government stakeholders and policymakers to advance the Chamber's goals
 - Communicate the organization's work to members and stakeholders

Qualifications

- Strong commitment to the purpose and services of the Chamber, SSA 27 and Friends of Lakeview
- Bachelor's degree and 5+ years related experience (community development, urban planning or membership organization)
- Previous management/leadership experience
- Knowledge of the Lakeview and Roscoe Village communities and the organization's current activities preferred
- Fundraising, grant writing, city contracts and PR/media experience a plus
- SSA reconstitution experience a plus

About the Lakeview Roscoe Village Chamber of Commerce

The **Lakeview Roscoe Village Chamber of Commerce** is a 501(c)(6) non-profit membership organization originally founded in 1951 as the Lincoln-Belmont-Ashland Business Association. In 1978, the Association was merged into a new entity, the Lakeview Chamber, and in 2021 the organization began servicing the Roscoe Village community. As the Chamber has grown, we have developed a strong position of leadership within our communities. In 2003, the Chamber established **Special Service Area 27 (SSA 27)** to provide public funding for supplemental public services to Lakeview's commercial districts through a local property tax levy. Facing growing local economic needs, the Chamber and SSA 27 developed the Lakeview Area Master Plan (LAMP), released in 2011, identifying strategies to continue to make Lakeview a place where people desire to live, linger and long to return to. Also in 2011, the Chamber created a new 501(c)(3) non-profit organization, **Friends of Lakeview**, to serve as a partner to the Chamber and SSA 27 in implementing LAMP. Today, we are three partners with a common vision and mission who together leverage private funding, government resources and programs, and support from more than 400 members to help our local community thrive.

The Lakeview Roscoe Village Chamber of Commerce is an equal opportunity employer.