



POSITION ANNOUNCEMENT

Executive Director Visit Oak Park

Oak Park, IL Visit Oak Park is seeking leaders with an entrepreneurial spirit and the ability to develop and execute strategic plans to serve as its next Executive Director. Visit Oak Park is the state-certified destination marketing organization for the Village of Oak Park and its neighboring Western Cook County communities of Bellwood, Berkeley, Berwyn, Broadview, Brookfield, Elmwood Park, Forest Park, Franklin Park, Hillside, La Grange, La Grange Park, Maywood, Melrose Park, Northlake, North Riverside, River Forest, River Grove, Riverside, Schiller Park, and Westchester. The bureau's mission is to promote tourism and attract visitors to the Oak Park Area for the economic benefit of our communities.

The Visit Oak Park Executive Director has the following responsibilities:

- Provides leadership and direction to ensure that the mission and vision of Visit Oak Park are successfully put into practice and sustained. Establishes and sets the tone for the culture of the organization.
- Acts as a primary spokesperson for Visit Oak Park; establishes and maintains ongoing effective communications with members, municipal and county government leaders, business and cultural institutional leaders, tour operators, convention and event planners, and the local and national tourism industry.
- Delivers an Annual Plan to the Executive Committee based on priorities from Visit Oak Park's Strategic Plan to define marketing strategy, team development, organizational health, and financial compliance.
- Manages daily operations of the organization, including implementation and administration of the policies and programs established and/or approved by the Board of Directors; with the approval of the Board of Directors, develops annual operating budget and scope of work to promote the tourism assets of the Visit Oak Park member communities to local, state, regional, national, and international audiences.

The next Executive Director will ideally have a bachelor's degree with five to ten years of related experience and/or training; or equivalent combination of education and experience. Experience in travel, tourism, hospitality, non-profit and general administrative experience preferred. Candidates may be current executive director, president, CEO, COO, general manager of a similar size or smaller organization in the for-profit, non-profit or government sectors or a director/manager of a similar size or larger organization with the capabilities and desire to take on a leadership role.

Starting salary range is \$100,000 +/- DOQ; a competitive benefit package is provided. Hybrid work option is available. Interested candidates should apply at once but not later than January 9, 2023, to ensure consideration. Please apply with a cover letter, resume, and contact information for five (5) professional references to www.GovHRjobs.com to the attention of Heidi Voorhees, President or Maureen Barry, Senior Vice President, GovHR USA, 630 Dundee Road, Suite 225, Northbrook, IL 60062. Tel: 847-380-3240, Ext 116.