



EXECUTIVE VACANCY ANNOUNCEMENT

BELLWOOD CHAMBER OF COMMERCE





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Position: Executive Director

Chamber: Bellwood Chamber of Commerce
P.O. Box 86
Bellwood, IL. 60104

The Bellwood Chamber is an equal opportunity employer committed to valuing diversity and practicing inclusion.

Position Description and Board Expectations:

The complexity of this position necessitates a person with a proven track record of sophisticated executive management that includes the ability to lead with a business mind and a servant heart. This person must be able to build and expand upon the rich, longstanding traditions and service that have given the Bellwood Chamber its deserved position of influence throughout the communities that it serves.

The Executive Director is expected to **be the face of the organization, develop and cultivate relationships with key stakeholders, uphold the highest standards and values of the Bellwood Chamber**; maintain a culture of integrity, high ethical standards, accountability and performance, create a spirit of inclusiveness, mission and cause that reinforces, encourages, and promotes values of honesty, respect, responsibility and caring.

The Bellwood Chamber currently has a strategic plan, but the incoming Executive Director is expected to work with volunteer leaders and key volunteers to **update the roadmap and evaluate the current strategies** to identify and address opportunities and challenges facing the organization. Candidates must demonstrate **prior success in planning, leading staff in the development and implementation of goals** through an annual operating plan, and working with volunteers to align the tactics of committees and their charts of work with the strategies and goals of the organization.

Candidates must be able to **implement and direct financial development programs** and practices that ensure resources are available to support operational and capital need. This includes the creation and development of new and long-term revenue streams, sustainable grants planned giving and endowments.

With solid Board leadership, Bellwood Chamber operations are at the heart of the community's most pressing needs, and is financially sustainable. The Executive Director will need to leverage the resources it currently has available to drive the chamber to higher levels of performance, and **increase the long-term financial stability of the organization.**

There is an opportunity to further **build and develop the board structure** that is aligned with the future needs of the organization. Candidates must demonstrate their ability to identify the competencies and expertise required by the organization. This individual will ensure that staff performance and development leads to superior outcomes in programs, member satisfaction and community engagement.

Key Priority Areas for the Board of Directors of Executive Director

- Advocate the Vision of the Bellwood Chamber within the communities the chamber serves and Be the Heart and Soul of the Operation
- Increase the operating performance & memberships to higher levels of impact and success
- Lead and develop fundraising efforts (including programming and events)
- Further develop the Board/Volunteer team and structure

Hiring Salary

\$9,600 to \$12,000 per year (salary is commensurate with experience)

Status:

Part-time (10 hours weekly)

Minimum Criteria for candidates:

- Must demonstrate excellent written and verbal communication skills and personal values consistent with the chamber mission.
- Minimum five years prior experience in a sales and management role.
- Fiscally sound business management approach
- Must have the ability to develop and strengthen community relationships.
- Experience demonstrating competence related to the top priorities and key deliverables
- Strong computer skills & technological knowledge
- Strong sales skills for membership development and growth
- Strong event and program planning skills

Preferred Criteria for Candidates:

- Experience leader of Strategic planning and entrepreneurship
- Financial development experience including endowments, capital development, and membership growth
- A track record for building and leveraging community partnerships and alliances in order to expand services that address community needs
- Ability to work with and strengthen a Board and volunteer leadership structure
- Ability to work with people of diverse cultural backgrounds and affect the overall diversity and makeup of the Board to reflect the community which the organization serves

About the Bellwood Chamber:

Our Vision

Our vision is to be Proviso Township's premier provider of business resources, and an innovation leader on economic growth for sustainable, livable communities.

Our Mission

To organize a healthy business ecosystem and advocate for its prosperity and sustainability.

The Principles That Guide Our Work and Reflect Our Values

- Transparency- We will be a leader in transparency and accountability. We will communicate with our stakeholders clearly, with openness and honesty. We will never compromise the trust of our stakeholders to meet our goals and objectives.
- Courage- We will always FAIL FORWARD. We owe it to our stakeholders to be innovative and push the envelope on creativity to uncover greater benefits. We will operate in a state of action, even in times of economic and political uncertainty.
- Service- We will always respond to the needs of the proviso area community, and work in its best interest. We will aggregate resources and information to better serve our members while advocating for legislation that improves the business ecosystem.
- Integrity- We promise to be who we say we will be and do what we say we will do, and live by these principles so that our members may derive the highest level of benefit from this chamber.



More information about the Bellwood/Proviso Area:

Consisting primarily of level prairie, the area now known as Bellwood was mainly farmland until the early 1890s when the first two subdivisions were established. The first subdivision attracted a handful of businesses, including several taverns. Tavern owners were the first to push for incorporation in response to dry Maywood's attempt to annex the subdivision. The village of Bellwood was incorporated on May 21, 1900, taking the name of a second early subdivision, Bellewood.

Bellwood's population grew steadily between 1900 and 1930. The 1910 population of 943 doubled by 1920 as more people, many of German and Russian descent, moved to the village. The 1926 annexation of land west of Mannheim Road, plus continued migration, accounted for the jump to 4,991 residents in 1930.

After World War II, large industries, several of which became major employers in the near western suburbs, located in the eastern part of the village along the Indiana Harbor Belt tracks. Rail passenger service, available via the Chicago, Aurora & Elgin Railway and the Chicago & North Western Railway, encouraged residential development in other parts of Bellwood.

The completion of the Eisenhower Expressway in the 1950s made Bellwood's location even more attractive for prospective commuters. The population jumped to 8,746 in 1950, then more than doubled to 20,729 in 1960, and included people of Italian, Serbian and Polish descent. Construction slowed considerably as little vacant land remained, and the population rose in 1970 to 22,096 residents.

In the 1960s, Bellwood took great pride in the race to the moon by watching native son and astronaut Eugene Cernan travel to space several times before his spectacular landing on the moon in the early '70s. His footprints are the last ones left on the lunar surface. Cernan was raised on the 900 block of Marshall Avenue. In his autobiography, "Last Man on the Moon," he described his affection for Bellwood and noted that the small size of his family home provided excellent training for the cramped quarters of a lunar module.

The 1970s brought racial change and involvement in a U.S. Supreme Court case. In 1975, Bellwood filed a lawsuit accusing a local real estate firm of racial steering. Four years later, a landmark ruling by the Supreme Court granted municipalities the legal right to use testers and to sue when discrimination occurred. Bellwood's black population grew from 1.1 percent in 1970 to 35 percent in 1980 and to 70 percent in 1990.

Today, Bellwood, with its many brick bungalows and ranch and Georgian homes, has matured. But in many respects it remains the largely residential suburb that it has been for the last 50 years.



Other sites for information

Chamber web site: www.bellwoodchamber.org
City of Joliet: www.vil.bellwood.il.us

Target Dates for the search process

Resumes accepted through: August 29th, 2018
Preliminary interviews: Week of September, 14th 2018
Final interviews: Week of October 1st, 2018
Decision: no later than October 15th, 2018

To Apply

You will be asked to submit the following along with your resume to:
christopherjayparker@gmail.com
Attn: Christopher J. Parker
Board President, Bellwood Chamber of Commerce

- A cover letter
- A brief summary of your job related experience
- Six professional references with contact information.

After you complete and submit your application you will receive an email acknowledgement within 24 hours. If you do not receive this acknowledgement or have any questions regarding the application process contact christopherjayparker@gmail.com Board President, Bellwood Chamber of Commerce

References of applicants may be contacted anytime after application is received. If you do not want your references to be contacted indicate this preference in your application. We conduct comprehensive background checks on all final candidates.

Questions regarding this position should be directed to:

Questions about this Executive Director search process may be directed to christopherjayparker@gmail.com Board President, Bellwood Chamber of Commerce

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