

Job Title: Executive Director, Homewood Business Association

Type of Position: Flexible contracting work

Location: Homewood, IL

About Us: The Homewood Business Association (HBA) is a vibrant, volunteer-based community organization dedicated to promoting and supporting local businesses in the Homewood, IL area. With a focus on fostering economic growth, community engagement, and collaboration, our mission is to create a thriving business community that benefits both businesses and residents alike.

Job Overview: We are seeking a dynamic and driven Executive Director to lead our rapidly expanding association in achieving its mission and objectives. The Executive Director will be responsible for overseeing the day-to-day operations of the association, implementing strategic initiatives, and serving as the primary liaison between the association, its members, and external stakeholders.

Key Responsibilities:

1. Strategic Leadership:
 - Develop and execute strategic plans and initiatives to advance the association's mission and goals.
 - Identify opportunities for growth and innovation within the organization and the community.
2. Member Relations:
 - Cultivate and maintain strong relationships with association members, ensuring their needs and concerns are addressed effectively.
 - Facilitate communication and collaboration among members to foster a sense of community and shared purpose.
3. Advocacy and Representation:
 - Serve as the primary spokesperson and advocate for the association, representing the interests of local businesses to government agencies, media, and other stakeholders.
 - Advocate for policies and initiatives that support the business community's interests and contribute to economic development in the Homewood area.
4. Operational Management:
 - Oversee the day-to-day operations of the association, including budgeting, financial management, and administrative tasks.
 - Plan and implement association events, fundraising efforts, programs, and initiatives, ensuring their successful planning, execution, and evaluation.
5. Community Engagement:
 - Actively engage with the local community to promote awareness of the association and its activities (ie. social media posts, engaging website, electronic newsletters...).
 - Collaborate with community organizations, government agencies, and other stakeholders to foster partnerships and support mutual goals (ie. attend ribbon cuttings, village meetings, HBA meetings...).

Qualifications:

- Bachelor's degree in business administration, public administration, marketing, or a related field (or equivalent experience).
- Previous experience in a leadership role, preferably in a nonprofit organization, business association, or community development organization.
- Strong communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
- Demonstrated ability to think strategically, plan effectively, and execute initiatives to achieve organizational goals.

- Knowledge of the local business environment, economic development principles, and advocacy strategies is preferred.
- Proficiency in Microsoft Office Suite, Google Drive, Canva, Constant Contact, and other relevant software applications.

Requirements:

- Valid drivers license
- Computer/laptop with Internet access

Schedule: This is a part-time, contract position, requiring an average of 10 hours per week (which may vary from week to week) to start and with a gradual increase to full-time over the next three years. Flexibility in scheduling may be necessary to accommodate occasional evening or weekend events.

Compensation: The hourly rate for this position is \$30.00 per hour, commensurate with experience.

How to Apply: Interested candidates should submit a resume, cover letter, and two references to homewoodba@gmail.com. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer: The Homewood Business Association is an equal opportunity employer and is committed to fostering a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

2024-2025 Proposed Calendar of Events:

One of the main objectives of an Executive Director is the ability to create and implement fundraising events that promote HBA businesses to Homewood residents and surrounding communities. Below is draft shopping and larger fundraising events.

FUNDRAISING EVENTS

2024

JUNE

Art Fair Fundraiser – TBD

AUGUST

#RecycleHomewood Back to School Clothing Swap

SEPTEMBER

Fund Run: Beer, Wine, and Donuts
Fall Fest – Craft/Face Painting

NOVEMBER

HBA Holiday Fashion Show at a member restaurant

DECEMBER

Elves' Pub Crawl Fundraiser

2025

APRIL

#RecycleHomewood Month Challenge

JUNE

Bocce Ball Tournament at Coyote Run

SHOPPING/FUNDRAISING EVENTS

2024

July

Sidewalk Sale

August

“Come and Knock on Our Door”

October

Witches’ Night Out

November

Holiday Open House

Small Business Saturday – Shop Small kick off – Save HBA receipts Nov 30-Dec 31 (TDB)

December

Holiday Lights

2025

January

New Year, New You Campaign – Highlight financial/service industry members.

Review HBA receipts award All Things Homewood Basket

February

Galentine’s Shopping

March

Find the Shamrock/work with Village

Staycation Event

May

Mothers’ Day Out (rebrand) Lemonde Walk Fundraiser