



Position Announcement - Director of Community Development

- Position Title:** Director of Community Development (DCD)
- Classification Status:** Full-time position with occasional evening and weekend hours required (Exempt)
- Compensation:** Annual salary is \$55,000 – \$60,000, commensurate with qualifications and experience. Includes insurance: medical, dental, LT/ST disability; PTO and Simple IRA.
- Start Date:** November 2023
- To Apply:** Please submit a cover letter and resume to jobs@lincolnparkchamber.com. No phone calls or walk-ins, please.
- Summary:** The DCD oversees economic development initiatives and business district management. In addition, the DCD oversees a variety of programs and projects, hires and manages vendors, creates and monitors budgets and administers small business development initiatives.

General Duties and Responsibilities:

Special Service Areas

- Serve as the project director for the Clark Street and Lincoln Avenue Special Service Areas (SSA)
- Coordinate and lead meetings, prepare materials, reports, agendas, minutes, etc., for SSA Commission
- Solicit contractor bids, negotiate contracts and manage vendors
- Draft, manage and monitor SSA budgets
- Complete all SSA paperwork and documentation required by the City's Department of Planning and Development
- Lead public way aesthetic improvement projects, corridor planning and rebate programs
- Assist with events, promotions and marketing initiatives for Clark Street and Lincoln Avenue
- Maintain contact with property and business owners within SSA boundaries and implement outreach programs
- Work closely with SSA Commission to execute annual work plan
- Recruit, maintain and oversee SSA Commission
- Manage public way use permits for streetscape elements
- Serve as a liaison between businesses and City of Chicago departments and local elected officials

Government Affairs and Economic Development

- Lead and manage business attraction initiatives throughout the neighborhood
- Collaborate with LPCC leadership on development and implementation of legislative agenda



- Work closely and build/maintain relationships with area neighborhood associations, elected officials, city departments, businesses and developers on zoning, policy and community relations issues
- Stay informed about local news, projects and developments affecting Lincoln Park
- Serve as LPCC liaison to the Small Business Advocacy Council and participate in meetings and briefings
- Stay abreast of neighborhood safety concerns, build relationships with local police commanders, and administer safety and improvement programs
- Write letters of support and opposition for proposed legislation and in support of our members

Additional Responsibilities

- Attend all SSA events, activities and meetings and assist with set up
- Attend all LPCC events and activities and assist with set up
- Attend community and neighborhood association meetings as LPCC representative
- Coordinate other projects or activities as directed by the LPCC President
- Work as “team player” with other staff members to fulfill LPCC mission

Qualifications

- Bachelor’s degree and at least three years of work experience (required)
- Strong project management experience and community or economic development experience (preferred)
- Knowledge of urban planning and economic development (preferred)
- Familiarity with the Lincoln Park area and the LPCC’s activities (preferred)
- Strong commitment to the mission of the LPCC and helping Lincoln Park businesses
- Strong understanding of financial statements and budgets
- Experience in facilitating effective meetings
- Extraordinary organization skills and attention to detail
- Excellent written and oral communication skills
- Proficiency with Microsoft Word, Excel and a quick learner of other software
- Ability to be flexible and manage multiple projects at once
- Candidate must be organized, a self-starter, able to meet deadlines and work independently to accomplish goals
- Able to work in collaboration with a small, creative, entrepreneurial team
- Occasional evenings/weekends required

About the Lincoln Park Chamber of Commerce:

Founded in 1947, the LPCC is a 501(c)6 non-profit organization that serves as a resource, leader and advocate for the Lincoln Park business community while encouraging and supporting economic development in the area. Learn more at lincolnparkchamber.com.