

## **Rogers Park Business Alliance Job Description**

**Position: Economic Development Manager**

**Employment: Full-time**

**Classification: Exempt**

**Supervisor: Executive Director**

Rogers Park Business Alliance (RPBA) is a not-for-profit, 501c3, organization, specializing in business, community and economic development in Rogers Park, one of the most racially, ethnically and economically diverse communities in Chicago. *Rogers Park Business Alliance cultivates and sustains a thriving economic environment in Rogers Park, serving businesses and residents.* Rogers Park Business Alliance is a delegate agency of the City of Chicago Department of Business Affairs and Consumer Protection and is the Sole Service Provider for four Special Service Areas.

### **Responsibilities of the Economic Development Manager**

The Economic Development Manager is responsible for all business attraction efforts.

Specifically, the Economic Development Manager is responsible for:

- Managing business attraction and retention strategies, including:
  - Promoting the Rogers Park community outside of Rogers Park
  - Identifying and following up with prospective businesses and helping to identify landlords, Maintaining a current database of existing businesses and available spaces
  - Working with landlords in renting storefronts; providing information and encouragement to prospective business owners and investors upon request
  - Overseeing the marketing and branding of the commercial districts in an effort to fill vacant storefronts
  - Maintaining strong relationships with business owners to make sure that businesses are retained in Rogers Park
  - Participating in events promoting local businesses including Small Business Saturday and Live, Love, Shop Rogers Park
  - Staffing RPBA's Business Attraction Committee
- Oversee management of SSA commissions
  - Staffing Special Service Area (SSA) commission meetings: Howard St. SSA #19 & Sheridan Road SSA #54 as the SSA Manager
  - Managing relationships with SSA commissioners, ensuring that the SSAs are in program compliance with the City of Chicago and that SSA commissions operate in sync with RPBA mission and goals
  - Managing and implementing projects & services approved by the SSA commissioners;
  - Developing an annual budget and workplan with commissioners for submission to the City; reviewing financials and audits; assisting Commissioners in drafting and adhering to bylaws; acting as a liaison among the SSA Commissions, City agencies, RPBA and taxpaying constituents, Help to identify new SSA commissioners, as needed;
- Overseeing neighborhood planning and commercial corridor management in Rogers Park, coordinating with consultants and RPBA staff to complete and implement plans
- Monitoring the implementation and updating the annual progress of the commercial corridor plans, including branding and marketing of each unique commercial strips
- Coordinating special projects and technical assistance, such as demographic and marketing studies, as needed
- Represent RPBA at small business expos

- Making recommendations for improvements to organizational systems and implementing changes and modifications to current systems, as needed
- Building relationships in a mission-based environment that leads to support for the organization and its programs
- Completing other duties and responsibilities as needed and/or assigned

### Qualifications

- Bachelor's degree, emphasis in real estate development, business and marketing or urban planning a plus
- Experience in economic development, small business development and/or community organizing required
- Skills and experience in business development, sales and relationship management.
- Excellent interpersonal skills and the ability to work with people of diverse and divergent backgrounds
- Solid verbal and written communication skills; ability to make presentations and communicate information professionally and clearly. Some public speaking experience a plus
- Spanish bilingual fluency a plus
- Ability to take direction, be a self-starter, take initiative, multi-task and prioritize
- Persistence, attention to detail, organization and follow-through needed
- Ability to accept criticism and employ highly developed problem-solving skills
- Proven ability to build relationships in a mission-based environment that leads to support for the organization and its programs
- A commitment to community-based work and a desire to work in a flexible, friendly office environment
- Experience directing and developing systems analysis, programs, strategic planning, project management and organization development
- Ability to work successfully in a multi-faceted, high stress environment, handling multiple tasks and projects
- Candidate will be a team player, assisting all areas of the organization when needed.
- Availability for evening and weekend events
- Should live in or near the Rogers Park neighborhood and/or be very familiar with the area
- Must respect and embrace diversity in all its forms when interacting with peers, supervisors, community partners, business owners and residents

### Salary and Benefits

Annual salary is commensurate with experience. Benefits include flexible work schedule, health insurance, two weeks paid vacation, sick leave, personal leave, ten paid holidays per year.

Rogers Park Business Alliance offers a supportive and friendly work environment. Rogers Park Business Alliance is an equal opportunity employer.

This job posting is intended to describe the general requirements for the performance of this job. It is not a complete statement of duties, responsibilities or requirements. Other duties not listed here may be assigned by leadership.