Job Description

**Executive Director**

Founded in 1997, RNRA’s mission is to protect and enhance the quality of life in River North by:

* Encouraging strong collaboration and communications between residents, businesses and government officials.
* Promoting responsible real estate development.
* Advocating for infrastructure and amenity improvements.
* Creating a safe neighborhood and healthy environment.
* Developing a collective vision that supports long-term value and a single voice representing the greater River North community.

Position Summary

Reporting to the Board of Directors, the Executive Director (ED) has overall responsibility for management of RNRA operations including programs, finances, administration, technology and communication. Working with RNRA volunteer leaders, the ED provides continuity and professionalism and enhances organizational efficiency.

Duties and Responsibilities

**Program Management**

Work with Board Members and others to plan and execute programs and initiatives of the RNRA’s primary working groups, including, but not limited to the following.

* **Membership Committee** – *responsible for* *recruiting, retaining and engaging local homeowners associations, residential rental communities and individual residents.*
* **Commerce Committee** – *responsible for* *recruiting, retaining and engaging commercial sponsors and the local business community.*
* **Taste of River North Committee** – *responsible for planning and coordinating* *RNRA’s professionally managed summer food & music festival.*
* **Park Advisory Council** – *responsible for* *capital improvements and programming in A. Montgomery Ward Park, including RNRA’s annual outdoor film festival.*
* **Development and Environment Committee** – *responsible for* *review and evaluation of proposed real estate developments, infrastructure improvements and expansion of public green space.*
* **Parents Committee** – *responsible for* *seasonal events and activities for local parents and children.*
* **Dog Owners Committee** – *responsible for* *seasonal events and activities for local dog owners and their pets.*
* **Public Safety Committee** – *responsible for* *interfacing with local CPD officials to disseminate information and raise awareness to help solve and prevent crime.*
* **Philanthropy Committee** – *responsible for* *identifying, engaging and supporting worthy local non-profits.*
* **Annual Meeting Committee –** *responsible for RNRA’s annual member meeting and election.*

**Communication**

Reinforce and expand RNRA’s brand and scope of influence by:

* Working with subject matter experts to maintain, update and improve RNRA website content and functionality.
* Developing, proofing and distributing periodic e-newsletters.
* Developing, proofing and distributing other e-campaigns as needed to disseminate local news and promote RNRA programs and activities.
* Communicating regularly with RNRA constituents via social media platforms.
* Acting as the spokesperson for organization at the direction of the Board.

**Financial Management**

* Work with the Treasurer and other Executive Committee Members to develop annual budgets.
* Maintain current and accurate records of all Association income, expenses and accounts.
* Work with the Commerce Committee Chair on development of annual sponsorship packages and management of related correspondence, billing and record keeping.
* Work with the Membership Committee Chair on recruitment and retention initiatives and management of related correspondence, billing and record keeping.
* Maintain an effective and cost-efficient office environment.

**General Administration**

* Manage general print, electronic and telephonic communication.
* Ensure compliance with all applicable laws and regulations pertinent to the organization’s role as an employer and non-profit organization.
* Assist with coordination of volunteer efforts as needed.
* Recommend to the Board changes to policies and procedures that would improve the organization and/or further strategic objectives.
* Disseminate information about, attend and maintain a record of Board meetings.
* Develop and maintain administrative and general office procedure manuals to ensure continuity.
* Interface with local Aldermen, Chicago Police, Fire and other City officials, Chicago Park District officials, local trade associations and non-profit organizations, media representatives and others as needed.
* Other tasks as assigned.

Qualifications

The ED will be thoroughly committed to RNRA's mission. Candidates should be action-oriented, entrepreneurial and adaptable, with an innovative approach to business planning. Demonstrable qualifications include:

* At least 5-10 years of relevant association management experience.
* Unwavering commitment to quality programs and data-driven program evaluation.
* Strong marketing, public relations, and fundraising experience.
* Strong written and verbal communication skills.
* Strong organizational and technical skills.
* Ability to work effectively, both independently and in collaboration with diverse groups of people.

*Current residence in River North and recognized Association Management Certification are plusses.*

Please submit resume with contact information via email to info@rnrachicago.org or via mail to the address below.