

GECF: The GE Chamber Foundation (GECF) is committed to strengthening and supporting long-term sustainability of small businesses in Greater Englewood and all across the southside. GECF prioritizes Black/LatinX small business owners by amplifying their needs, finding solutions that build their organizational capacity, while supporting the surrounding community. We are working to transform the economic landscape by addressing systemic racial policies and processes that creates barriers for businesses of color.

Established in 2018, with a mission to assist member businesses by:

- Sharing new ideas & best practices among new & existing business owners that are aimed at driving forward the financial goals of businesses within the community
- Showcasing the neighborhood businesses financial viability which supports & builds upon the robust fiscal relationships within the community gained from marketing, networking & local tourism opportunities
- Be an advocate for member businesses by providing information about resources available from other member businesses, community members and various City of Chicago agencies

The Chamber is a deliberate and strategic effort to rewrite Englewood's economic story; one small business at a time!

#### **Program Director Position Overview:**

The Program Director is responsible for the leadership and management of a dedicated portfolio of programs, including the economic development initiatives. Additionally, the Programs Director will build thought-leadership programming focused on commercial development, Small Business, and Public Policy, as well as for members and member councils at the Chamber.

The Programs Director has experience in building and executing a portfolio of programs and is a collaborative, detail-oriented professional with a focus on delivering best-in-class thought leadership. The Programs Director will report to the Co-Founder and Executive Director.

#### **Essential Duties & Responsibilities**

- Develop and execute internal and external program plans from start to completion involving deadlines, milestones, and processes for a dedicated portfolio, including Business Academy Programs, Small Business Programs, and other sector-based programs
- Maintain oversight and manage any events, programs, and/or meetings
- Develop content, secure panelists and venues, and cultivate sponsorships with input from supporting departments
- Identify and engage strategic partners to enrich programs, including civic leaders, peer organizations, etc.
- Develop an annual budget and operating plan to support programming including fundraising and sponsorships to support various Chamber programming
- Initiate and set goals for programs and provide ongoing analysis of current program offerings to ensure relevancy and success
- Develop curriculum approach and delivery method/program approach
- Develop strategic long-term program expansion goals and budgets with Founder/CEO

### **Supervision:**

- Lead, coach, develop, and retain senior-level employees,
- Develop staff using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate ongoing progress toward goals and overall performance.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Provide mentorship and guidance, and alleviate and address individual and group concerns as necessary.
- Ensure staff members receive timely and appropriate training and development.

### **Competencies Needed**

- Agility, ability to simultaneously build and sustain efforts responsively
- Change-positive leadership, embracing innovation, creativity, and risk-taking
- Steadiness and stability under pressure
- Start-up savvy and entrepreneurial competencies, able to deliver strategy and activity
- Comfort with discomfort and willingness to embrace ambiguity, tension and conflict
- Structural lens needed for ground-up, behind the scenes organizational development
- Process and detail-oriented
- Commitment to developing an Anti-racist lens and practice
- Accountability, transparency and candor, a willingness to say and hear no, to take feedback productively, push back and engage in productive conflict
- Emotional intelligence, cultural competence, and diplomacy, especially in thoughtful and balanced communication
- Authenticity, self-awareness and self-knowledge, including of strengths and a sense of humor

### **Requirements**

- 3+ years of progressive leadership and/or managerial experience in nonprofit organization
- Prior, proven leadership and management experience in job-related functional experience in: capacity building, operations, human resources and financial management
- Experience in strategic planning, project management, financial management, staff supervision and development, and leading key internal strategic initiatives.
- Strong record of leading key organizational functions and teams with a targeted focus on continuous improvement.
- Demonstrated commitment to GECF's mission and to social, economic, racial justice
- Strong familiarity with Chicago's BIPOC communities and nonprofit ecosystem
- Critical race analysis as it relates to BIPOC communities and nonprofit ecosystem
- Exceptional interpersonal skills that demonstrate the ability to build innovative, creative and strong relationships with individuals and groups from diverse cultural, ethnic, and geographic backgrounds.
- Ability to build strong relationships with other local nonprofit organizations
- Demonstrated ability and commitment to collaborate with diverse stakeholders in a way that prioritizes partner organization development and builds organizational capacity
- Excellent written, verbal and interpersonal communication skills with ability to make effective oral presentations to large and small groups in a culturally competent manner.
- Excellent PC skills, including Google Apps Suite and Microsoft Suite.

- Ability to take initiative, work independently, meet deadlines and handle multiple projects in a rapidly changing start-up environment – including interruptions and adjustments to priorities
- Ability to apply creativity and flexibility; strong problem solving, quantitative and analytical abilities.

### **Required Hours**

Generally, Monday through Friday 8:30am to 6:30pm, 40 hours per week, including evening and weekend hours (as programming is scheduled, Chamber events, meetings with key stakeholders, etc.) will be necessary for this role. Much of the work will take place in Greater Englewood. Flexibility to work remotely and with adjusted schedule to accommodate work/life balance.

### **Working Conditions**

Work is currently performed in office and may eventually be performed virtually or a hybrid of both. Must be able to work in an open office setting with moderate noise levels.

### **Compensation**

A unique opportunity to build strong, resilient small businesses all across the South Side. An outstanding chance to partner with community leaders. A competitive compensation package including salary, paid-time-off benefits and professional development opportunities. **The base salary for the position is \$51,000 annually.**

*The GE Chamber Foundation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, GE Chamber Foundation complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

**Please submit cover letter and resume to [gtech@gechamber.com](mailto:gtech@gechamber.com)**