

Ravenswood Industrial Council Job Description

Job Title: Executive Director

Department: Ravenswood Industrial Council

Reports To: RIC Executive Committee

FLSA Status: Exempt

Prepared By: J. Goldberg

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Approved By:

Approved Date:

Summary:

Manages the day to day activities of the Ravenswood Industrial Council (RIC) by providing assistance to the President and Board of Directors. This position is responsible for developing budgets, securing funding, and communicating RIC information on the RIC website, as well as other communication vehicles. The Director is expected to create and maintain favorable public image for the non-profit organization by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Work with the Board of Directors to develop mission, policies and programs.
- Responsible for developing the budget, raising funds and fiscal monitoring.
- Coordinate all City of Chicago or Governmental contracts and provide vouchers for funding requirements.
- Responsible for working with the industrial and business community to develop partnerships, programs and projects that will enhance the physical assets of the industrial corridor.
- The Membership of the Council will be of prime concern and the maintenance of records to retain current members and attract new members by providing service and information.
- Attraction and retention of industrial firms by maintaining zoning and providing an advocacy to all sectors of the government and the community. Maintain Community outreach and favorable vision of the industrial corridor by the community
- Provide news dissemination by holding Lunches, seminars, and events and maintaining a newsletter.
- Directs and evaluates staff and recommends to the Executive Committee suggestions for hiring and firing of staff.
- Maintains the fiscal budget spending limitations.
- Maintains prompt communications with board members and executive committee concerning situations occurring within the corridor.
- Attends to any or all duties prescribed by the by-laws or given by the President and Board of Directors.
- Respond to all requests for assistance and information from corridor companies.
- Maintain Database for all new and existing corridor companies.
- Maintain and update the organization s website.
- Prepares a draft agenda for full Board and Executive Committee meetings and submits to the President for review prior to each meeting.

- Plans and directs development and communication of information designed to keep public informed of non-profit organization's services.
- Prepares and distributes fact sheets, news releases, photographs, or scripts to media representatives and other persons who may be interested in learning about or publicizing organization's activities or services.
- Promotes goodwill through publicity efforts, such as speeches, exhibits, tours, symposiums, and question/answer sessions.
- Represents non-profit organization during community projects and at public, social, and business gatherings.
- Generates internal and external publications, including gathering data, writing articles, taking photographs, selecting graphics, designing format of publication, and determining distribution methods.
- Provides support to the Board of Directors by taking and distributing minutes and organizing and directing committees.
- Plans, coordinates, and implements special events such as fund raisers, business luncheons and regular Board meetings including the annual meeting.
- Identifies and utilizes community resources to recruit and encourage volunteerism at all facilities.
- Manages activities of volunteers in conjunction with the Board of Directors.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Leadership - Exhibits confidence in self and others; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Quality Management - Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Understands organization's strengths & weaknesses; Identifies external threats and opportunities.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quantity - Meets productivity standards; Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting software; Contact Management systems; Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Other Skills and Abilities

Other Qualifications

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually quiet.