



Position Description: Economic Development Organizer

North River Commission (NRC) seeks a full-time Economic Development Organizer. Excellent candidates will be dynamic and engaging with strong skills in community engagement, communications, business, and project and financial management. This position serves as staff to the NRC Economic Development Committee, the Albany Park Chamber of Commerce and the Albany Park & Irving Park Special Service Area #60. The Economic Development Organizer is also an essential team member for delivery of programs, reporting, and finances of the Chicago Business Center (CBC) and Neighborhood Business Development Center (NBDC) funded by the City's Department of Business Affairs and Consumer Protection (BACP). The Economic Development Organizer reports to and is supported by the NRC Executive Director.

Summary

The Economic Development Organizer is responsible for building strong relationships with businesses, community partners, agencies, landlords and property owners, city departments and elected officials, and others. Developing and implementing strategies to attract, support, and retain businesses and improve commercial corridors within the Albany Park, North Park and Irving Park community areas. NRC's economic development work, and all of its work, is centered on equity and social justice. NRC strives to create equity, opportunity and prosperity for all.

Background

North River Commission is a community-based nonprofit organization founded in 1962 by concerned residents and neighborhood institutions. NRC unites 100's of civic associations, businesses, schools, institutions and places of worship on the Northwest Side of Chicago to improve the quality of life for all constituents in our community by creating affordable housing, quality education, community health and safety, arts & cultural endeavors, environmental sustainability, open spaces, and thriving neighborhood businesses. NRC's service area encompasses Addison to Devon, the Chicago River to Cicero.

Responsibilities

Economic Development

- Organize business owners and community leaders through the NRC Economic Development Committee to advocate for initiatives, programs, policies, and resources to improve and support businesses and business districts in the NRC service area.
- Conduct district marketing and branding campaigns. Coordinate district events that bring more customers into the districts and generate more revenue for businesses.
- Communicate with and engage stakeholders, committee members, SSA Commissioners and community leaders. Promote events and programs through traditional media, newsletters, website, and social media. Collaborate with Housing and Economic Development Coordinator and committees to identify development opportunities, conduct outreach to professionals within the development, construction, housing, and architecture fields, participate in public meetings around

development, and advocate for community-supported projects and activities that benefit NRC neighborhoods, organizations, and businesses.

- Provide thorough, accurate and timely financial and monthly program performance reporting on the NBDC program to the NRC board, BACP, and DPD as required.
- Support business owners at all stages of development and growth, including assistance with business formation, licensing, permitting, access to capital, site selection, build out, networking with other business owners, and marketing for growth.

Special Service Area

- Support the SSA Commissioners through productive and informative monthly meetings, regular communications, accurate and timely financial reporting; and assist in recruiting commissioners and maintaining commissioner compliance with all requirements.
- Implement SSA projects and services determined by the Economic Development Committee, the NRC board, and SSA Commissioners.
- Provide thorough, accurate and timely management of SSA financial activities, including: development of the annual budget and workplan with committee members and commissioners for approval by NRC board, SSA Commission, and City Council and support of aldermen, bookkeeping, vendor payments and all payables, and reporting of financial performance.
- Assist with the annual SSA audit with independent accountants, NRC bookkeeper, and Executive Director to completion accurately and on time.
- Provide thorough, accurate and timely financial and program performance reporting to the Department of Planning and Development (DPD) as required.

Organization

- Collaborate with NRC staff, leaders, and community members for delivery of NRC objectives and engagement of communities to identify and prioritize actions through meetings, direct outreach, and organizing.
- Assist with resource development including grant making and contracts with Executive Director and fundraising consultants.

Requirements

- Bachelor's degree
- Experience managing a special service area, aka business improvement district, preferred.
- Highly collaborative with strong community organizing skills and experience with significant responsibility in project management, outreach, and building partnerships.
- Ability to build relationships in a mission-based environment that fosters support for NRC, SSA, and Chamber programs.
- Strong verbal and written communication skills, including professional and clear public speaking and presentations.
- Respects and embraces equity, diversity and social justice when interacting with peers,

supervisors, community partners, business owners, and residents.

- Ability and commitment to working with diverse communities and organizations, including diverse socio-economic, racial, ethnic, religious, and other identity communities.
- Bilingual ability is preferred, especially Spanish as well as other languages prevalent in the community including Arabic, Korean, Tagalog, Urdu, and Gujarati.
- A commitment to community-based work and a desire to work in a flexible, friendly office environment and out in the community and business districts.
- Confidence in managing multiple projects in a demanding, deadline-driven, team-oriented environment.
- Experience in and knowledge of Albany Park, Irving Park and North Park Community Areas, preferred.
- Availability to attend evening and weekend programs, events, and community meetings. Travel within the City of Chicago, especially the community areas of Albany Park, Irving Park and North Park is required for programs, events, and meetings.
- Excellent computer skills.

Additional Details

Salary is commensurate with work experience and the anticipated range is \$55,000 to \$62,000. Benefits include excellent health, dental and vision benefits. 401k retirement plan. Paid time off is provided for vacation, holidays, sick time, family leave, and medical leave.

Workplace is in the office and in the community, with limited flexibility to work from home depending on work responsibilities and in-person meetings. Work responsibilities include community outreach that requires some morning, evening and occasional weekend work hours.

Position is open until filled, and the start date is anticipated as soon as practical. North River Commission is an equal opportunity employer.

NRC staff are required to provide proof of up-to-date COVID 19 vaccination and booster shots. A background check is required.

Application

Qualified individuals should submit a cover letter, resume, and two references including name, email and phone number.

Send application by email to:

Thomas Applegate, Executive Director thomasapplegate@northrivercommission.org

No phone inquiries.