



Executive Director

The Oak Park-River Forest Chamber of Commerce seeks a relationship-centered and results-driven Executive Director to lead the organization at an important moment of opportunity and focus. The next Executive Director will strengthen the Chamber's financial foundation, expand sponsorship partnerships, deepen member engagement, and partner closely with the Board of Directors to ensure long-term sustainability and measurable impact in a highly active and vibrant local business community.

This role offers the opportunity to make visible, measurable contributions while enhancing one of the region's most connected business networks.

Key Responsibilities

Revenue & Financial Sustainability

- Develop and execute diversified revenue strategies
- Cultivate corporate and local business sponsorships
- Lead annual budgeting and financial oversight
- Ensure disciplined fiscal management

Membership Growth & Value Delivery

- Drive member acquisition and retention
- Strengthen member engagement strategies
- Maintain strong member relationships
- Clearly articulate and advance the Chamber's value proposition

Leadership & Governance

- Partner closely with the Board of Directors
- Supervise and develop staff
- Ensure operational clarity and accountability
- Represent the Chamber within the broader community

Ideal Candidate

- Proven experience in nonprofit, association, or chamber leadership
- Demonstrated success in revenue generation and sponsorship development
- Strong financial literacy and budget management experience
- Trusted relationship-builder with excellent communication skills
- Comfortable leading through organizational transition

This is an opportunity for a leader who combines community presence with operational discipline and who is energized by building strong, resilient organizations.

Compensation & Benefits

- Base salary: \$60,000–\$70,000 annually
- Eligibility for compensation adjustment aligned with revenue growth and financial sustainability goals
- Optional healthcare and retirement savings plans
- Generous paid holidays and PTO
- Hybrid work schedule and flexible hours
- Local travel required

Reports to: Board of Directors

Supervises: Director of Programming and Membership, Events and Engagement Manager, Program Manager, Billings & Membership Coordinator, Marketing Coordinator

The Oak Park-River Forest Chamber of Commerce is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other protected characteristic under applicable law. We are committed to fostering an inclusive and welcoming environment for all.

To Apply

Please submit your resume and cover letter to edsearch@oprchamber.org. Only candidates selected to move forward in the interview process will be contacted. To ensure a fair and consistent process, we will not be able to respond to phone calls regarding application status.