



The Wrigley Building  
410 North Michigan Avenue, Suite 900  
Chicago, IL 60611  
[www.chicagolandchamber.org](http://www.chicagolandchamber.org)

## Director, Programs

Chicagoland Chamber of Commerce | Chicago, IL

The Director of Programs is responsible for the leadership and management of a dedicated portfolio of programs, including the Chamber's diversity, equity, and inclusion (DEI) and economic development initiatives. Additionally, the Programs Director will build thought-leadership programming focused on DEI, Small Business, and Public Policy, as well as for 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 join the Programs department and report to the Senior Vice President of Operations & Administration.

### 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 Diversity, Equity, and Inclusion Programs, Small Business Programs, and other sector-based programs
- Maintain oversight and manage the DEI Council, as well as 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.
- Manage 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
- Serve as liaison with Goldman Sachs 10,000 Small Business
- Act as DEI subject matter expert

*May perform additional duties as assigned*

### **Skills, Knowledge & Abilities**

- BA / BS degree mandatory, MBA preferred
- Minimum 5 years experience in developing thought leadership programs and/or economic development initiatives
- Demonstrated command of pro-business issues and priorities
- Experience either as an employee or board member of a nonprofit organization
- Proven track record of success facilitating progressive organizational change and development within a growing organization
- Self-reliant, good problem solver, results oriented
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical scenarios
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with staff, senior management and Chamber members
- Focused, proactive, highly responsive and results and goal-oriented
- Problem analysis and problem resolution at both a strategic and functional level
- A strong work ethic and ability to maintain confidentiality
- Ability to work non-traditional hours including early mornings and evenings
- Passion for the Chamber's mission

### **About the Chicagoland Chamber of Commerce**

The Chicagoland Chamber of Commerce is a nonprofit organization that represents more than 1,000 member companies, which collectively employ 400,000 employees and generate \$24 billion in revenue. The Chamber combines the power of membership with its legacy of leadership and business advocacy to drive a dynamic economy. To learn more, visit [www.chicagolandchamber.org](http://www.chicagolandchamber.org).

To learn more or apply for this position, please send a copy of your resume and cover letter to [Sara Barnett](mailto:sbarnett@chicagolandchamber.org), Senior Vice President of Operations & Administration, via email ([sbarnett@chicagolandchamber.org](mailto:sbarnett@chicagolandchamber.org)) and include the position title in the Subject line.