

The Highland Business Association (HBA) is seeking an individual with a high level of energy and enthusiasm to serve as its Executive Director (ED). While working in a fun, fast-paced working environment, this individual will oversee an active, growing, non-profit membership organization. The HBA is committed to promoting, representing, and supporting the Highland Park Business Community. We advocate for the success of our members by ensuring that Highland Park is a vibrant place to live, shop and do business.

Principle Duties and Responsibilities:

The ED works under the direction of the Board of Directors. This includes but is not limited to budgeting; public, community and business relations; marketing; and oversight of all programs, committees, and events.

Outline of Key Responsibilities:

- Implementation of board approved work plan.
- Maintain fiscal responsibility, including annual budget and all income and expenditures.
- Oversee committees: Membership, Promotions, Landscaping and Beautification, and Finance.
- Manage all volunteer positions and promotional events, including but not limited to: Lunch and Learns, Trick-or-Treat in Highland, Jazzed About Highland, Holiday in Highland, Tour de Highland.
- Cultivate relationships through engagement with members (current, past, and potential) and neighbors for continued growth and well-being. Oversees program development, network, and communication.
- Build strategic relationships with local and regional organizations plus city officials to identify and implement solutions to challenges that face the HBA and community.
- Prospect, cultivate, solicit Highland Park area businesses to drive relationships and revenue growth with a specific focus on securing new HBA Memberships and Event Sponsorships.

Preferred Skills and Experience:

- One-year demonstrated experience in relevant field.
- Identifies as a self-starter with strong sense of vision, energy, and enthusiasm.
- Strong leadership skills and ability to work with others with a professional demeanor - including public speaking and presentation abilities.
- Excellent verbal and written communication skills.
- Tech savvy to support relevant business programs and social media marketing.
- Ability to multi-task with a strong sense of time management.
- Valid driver's license and ability to lift 50 pounds.

- Must be flexible and able to work evenings and weekends, as necessary.