DIRECTOR OF BUSINESS DEVELOPMENT

West Side Forward (WSF), a nonprofit community investment organization focused on creating social impact and community change on Chicago’s West Side which includes Chicago’s Austin, West and East Garfield Park, Humboldt Park and North Lawndale communities. West Side Forward is working to create economic growth opportunities and connect people to good jobs. At sufficient scale, these efforts will move our communities out of poverty, giving residents the resources that they need to transform the community and sustain it.

WSF major tactics involve:
- Creating jobs in the community and the larger region
- Preparing West Side resident for those jobs
- Connecting residents to those jobs
- Supporting residents once they are employed

Our vision of Chicago’s West Side becoming an economically thriving community, with opportunities to increase income and wealth for local residents serves as the impetus for a hyper focus on building the local economy through small business development, training the local workforce and revitalizing neighborhood industrial development.

West Side Forward is seeking a Director of Business Development to join our team. The Director of Business Development is a full-time position and is responsible for the implementation and execution of the West Side Forward’s Business Development network vision and strategy. The Director is responsible for tactics that enable businesses on the west side of Chicago to start, grow and sustain their business.

The Director of Business Development position also directs and monitors program activities, funding and programmatic compliance issues for the city and state SBDC network. The Director of Business Development must provide innovative leadership, creative strategies and oversee programmatic implementation at the highest levels of excellence in execution.

A minimum of a master's degree in business or other directly related field and exhibit responsible experience. Direct, experience coordinating and managing multi-faceted, multi-location business development program. Proven experience leveraging community resources, partnerships and networks to achieve organizational initiatives. Must be experienced tracking and assessing all initiative outcomes for internal improvement and external reporting requirement.

REQUIRED EXPERIENCE & SKILLS
- Five years’ experience in business ownership, small business development or entrepreneurship
- Experience identifying and documenting business and economic development needs within a community
- Experience with not-for-profit or government agencies engaged in community economic development and business assistance.
- Knowledge of the full range of economic development, business development and business management methods.
- Experience in the design, development and implementation of a strategic plan.
- Advanced proficiency MS Office, G-Suite, presentation development and facilitation.
• Demonstrate strong oral and written communication skills.
• Proficient skills in use of computer technology that includes word processing and spreadsheets.
• High level of comfort working with web technologies and video conferencing.
• Ability to successfully navigate multiple projects simultaneously, to multitask and problem solve.

HIGHLY DESIRED EXPERIENCE & SKILLS
• Identifying partnership prospects, building cases for support and developing proposal
• Experience facilitating online courses and coaching programs
• Experience teaching business, entrepreneurship, finance, management and marketing

WORK/LOCATION/TRAVEL REQUIREMENTS
West Side Forward, 1140 N. Lamon Avenue, Chicago, IL, 60651
Estimated 40-50% Travel Required (includes limited out-of-state travel)
Evening and weekend meetings will be required.
This is a salaried position and work requirements may exceed forty (40) hours per week.

To apply submit resume to hr@westsideforward.org.