

# PRESIDENT & CEO



WHEATON CHAMBER OF COMMERCE  
WHEATON, ILLINOIS



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## The Opportunity

The Wheaton Chamber of Commerce, situated in an unstoppable community of business-minded professionals and at the heart of business within dynamic DuPage County, is seeking our next President & CEO.

The Chamber began 100 years ago with a commitment to making Wheaton a better place to live, work, and play. Today, those commitments continue to be valued and honored. We recognize that a thriving community fosters a thriving business environment.

The Chamber plays a crucial role in the community. Our members work together to foster meaningful business relationships, advocate on issues impacting the local economy, and develop business education and marketing opportunities.

The Board of Directors is looking for a new President & CEO who can advocate for the business community, strategically plan and advance its work, and nurture relationships and partnerships with a variety of community stakeholders.



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## The Position

In partnership with the Board of Directors, the President & CEO provides leadership within the Chamber and throughout the Wheaton area. This role supports the mission of promoting a strong economy and high quality of life for our members and community, with a focus on economic development and business advocacy.

The President & CEO nurtures strong partnerships with key stakeholders - the City of Wheaton, park district, library, school district, the County, DuPage Convention and Visitors Bureau, Giving DuPage, CHOOSE DuPage, and across the business community in general.

The President & CEO also provides leadership and operational oversight of the Chamber team that will foster positive member relations and growth.

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## Position (cont.)

Core functional areas for the position:

- Economic Development - Attracting, keeping, supporting and helping grow area businesses
- Advocacy - Proactively engaging with legislative groups, community groups, and businesses
- Membership Support - Being a resource and problem-solver for members
- Marketing and Communication - Effectively promoting the Chamber and its program/activities
- Program & Event Management - Overseeing development and execution of a variety of Chamber events
- Resource Development - procuring corporate sponsorships and grants
- Administration - Strategically and skillfully leading staff and fiscally managing the organization

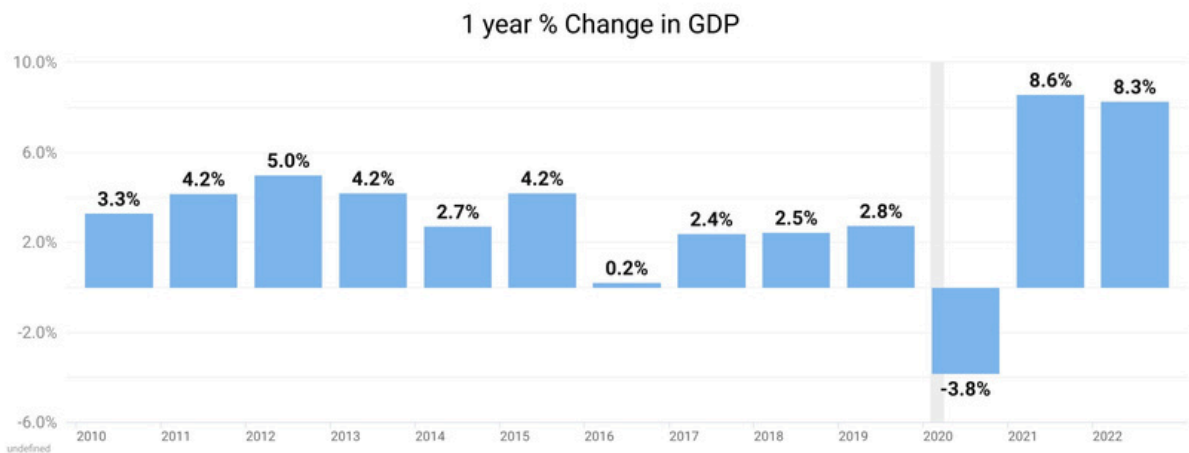
Ideal candidates are individuals who:

- Thrive working with a variety of community groups, needs, and interests
- Are problem-solvers, diplomatic, discreet, resilient, positive and operate with the utmost integrity
- Understand, as well as can identify, shared community values
- Are exceptional communicators and can inspire and motivate staff, members, volunteers, and community partners
- Bring a strategic mindset & track record of creating new programs

# An Exceptional Community

Wheaton is...

- County seat of DuPage County
- School District #200 given overall grade of “A+”
- Public library consistently ranked in top 10 in the nation
- Home to Northwestern Marianjoy Rehabilitation Hospital, ranked among the top rehabilitation hospitals in the nation
- Has close to 1,000 acres of park, prairie and wetlands
- Home to Cantigny Park military museum and public gardens
- Home to Wheaton College, “The Harvard of Evangelical Schools”
- Median property value is \$430,000
- 72% of residents own their home
- Community of choice for a diverse mix of ethnic and racial groups:



Gross Domestic Product data are provided by the Bureau of Economic Analysis, imputed by Chmura where necessary, updated through 2022.

**ALL OF DUPAGE COUNTY SHOWN ABOVE**

# Who Should Apply?

## Preferred Candidates

- Prior small business owner
- Prior experience running a nonprofit organization
- Event planning
- Public speaking
- Employee management experience



## Requirements

- Bachelors degree and/or appropriate work experience
- Strong marketing and/or fundraising background
- Experience in hiring, managing, and developing teams of direct reports
- Computer literacy and working familiarity with basic software applications
- Exceptional communication skills (oral and written)
- Able to work flexible hours
- Committed to inclusivity, accessibility, equity, and diversity



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## Reporting Relationships

- Reports to the Board of Directors
- Will work most closely with the Board chairperson

Direct reports include:

- Executive Assistant
- Manager of Marketing



## TO APPLY

Email cover letter, salary expectations and resume to:

David Schreier  
President

David Schreier  
Associates  
LLC



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Chicago, IL 60660

[David@davidsschreierassociates.com](mailto:David@davidsschreierassociates.com)

No phone calls please.