



## **Part-time Executive Director Search**

We are looking for a part-time Executive Director for our Village. If you or someone you know is interested, please send a resume, with "Executive Director" in the subject line, to: [info@chpv.org](mailto:info@chpv.org). If you have questions, call Susan Alitto: 773-752-6587.

### **Tasks/responsibilities**

- Manage office operations
- Publicize the Village benefits and activities and recruit members in collaboration with Board and Membership Committee
- Represent the Village in the community and beyond
- Recruit and manage volunteers and interns
- Manage fund-raising activities with board collaboration
- Collaborate with the Board on developing and evaluating programs and services
- Cultivate relationships with service providers and community partners
- Coordinate Village involvement in research projects

### **Skills**

- Effective oral and writing skills
- Computer literate
- Self-starter
- Analytical and critical thinker
- Ability to work with an active, involved Board

Experience in fund raising and not-for-profit work desirable