

FACC-Chicago - Executive Director

Summary

The role of Executive Director at the FACC Chicago is a dynamic leadership opportunity for an experienced professional seeking to work with leaders of the French American business community in Chicago. The Executive Director will have primary responsibility for the overall management, operations, and strategic planning for the FACC-Chicago and its non-profit FACC-Chicago Foundation, including events, membership development and cultivation, fundraising, and business services. The Executive Director also develops and maintains strategic external partnerships with the public, non-profit, and private sectors in the Midwest and in France.

The Executive Director reports to the FACC-Chicago's Board of Directors.

Roles & Responsibilities

– General Management:

- Provide leadership in developing program, organizational, and financial plans with the board of directors and staff
- Recruit and supervise FACC staff and interns—develop work plans, establish short and long-term goals, and oversee projects according to respective job descriptions
- Develop and manage annual budgets for FACC-Chicago with the Executive Committee and Board of Directors
- Develop annual fundraising goals and program strategy
- Communicate regularly with the Board of Directors on program development, membership statistics, budget planning, and fundraising
- Serve as main FACC liaison for board committees and for the FACC-Chicago's sectoral committees and working groups
- Represent the FACC-Chicago in the US, North America, and global French Chambers of Commerce networks

– Membership:

- Manage, measure, and assess all aspects of membership development--identification, recruitment, retention, and cultivation
- Work with Board Membership Committee to evaluate strategies, analyze trends, and set objectives

– Business Support Services:

- Direct and coordinate execution of trade services contracts, project deadlines, and deliverables
- Oversee FACC-Chicago office hosting program, including and virtual hosting and sub-lease contracts
- Promote and manage FACC-Chicago's Learning Expedition program
- Manage partnerships between the FACC-Chicago and partners in France to support French businesses exploring the U.S. market
- Promote the Chicago region as a destination for business investment during in-person and virtual events

– Events:

- Oversee all aspects of FACC-Chicago's two primary annual fundraisers, Passport to France and Nuit des Etoiles (contracts, sponsorships, vendors participation, donations, and ticket sale)
- Serve as executive level contact for all major event partners—sponsors, restaurants, vendors, and speakers

- Assist staff in securing speakers and planning annual events schedule (panels, round tables, committee meetings)

– **FACC Foundation:**

- Serve as Executive Director of the FACC Foundation
- Manage Foundation budget and scholarship disbursements
- Manage relationships with Chicago Public Schools scholarships office
- Oversee scholarship application and selection process

Qualifications

- Minimum of bachelor’s degree—ideally in business, marketing, communications, or international affairs
- Minimum 5-10 years of professional experience in business, marketing, or non-profit management with responsibilities in personnel, budget, and project management
- Excellent written and oral communication skills in English and in French
- Excellent networking and relationship-building skills
- Familiarity with, and understanding of, U.S. and French business practices and cultures
- Experience with managing social media communications—LinkedIn, Facebook, Twitter
- Willing to travel internationally and attend after-hours FACC events
- Experience living in the U.S. and in France preferred
- Fluency in Excel, CRM, QuickBooks, and Constant Contact preferred

We are a small team. Ability to work collaboratively is essential!

Please contact: Michael Turansick, Board President – Mturansick@yahoo.com

About the French-American Chamber of Commerce Chicago

Founded in 1978, the French-American Chamber of Commerce Chicago (FACC-Chicago) is an independent bi-national, non-profit membership organization whose mission is to foster a thriving economic relationship between the United States and France and to welcome and support French businesses, entrepreneurs, and professionals in the greater Chicago and Milwaukee areas.

Through our events and programs FACC-Chicago creates opportunities for our diverse members to network, connect, collaborate and learn from one another. We also offer a range of trade services to French companies seeking to develop their business in the Chicago and Milwaukee regions, and a peer-to-peer mentoring program for women in career transition.

With close to 40 events each year, FACC-Chicago is the main professional forum and resource for French business leaders in the greater Chicago area and for U.S. companies in our region doing business in and with France.

The FACC Chicago is proud to be an equal employment opportunity employer dedicated to building an inclusive and diverse work workforce. We support diversity and do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. We thank all applicants for their interest; however, only candidates under consideration will be contacted.