

The Village of South Holland, Illinois, a leading suburb located 25 miles south of downtown Chicago with a population of approximately 22,000, is seeking a Business Development Manager for its Recreational Services Department.

Position: Business Development Manager

Department: Recreational Services

REPORTS TO: Deputy Director of Recreational Services

Position Summary: Under the general direction and supervision of the Deputy Director, the Business Development Manager is responsible for independently conducting the day-to-day operations management and implementation of activities pertaining to all rental and program scheduling for the Department of Recreational Services.

Responsibilities will involve, but will not be limited to:

- Recruitment of individuals and companies to host events at the Community Center that would include monthly external visits and monthly internal recruitment/retention efforts.
- Oversight and direct involvement of all rental and program scheduling for the Community Center, Heritage House, parks, ballfields and special events
- Event planning when requested by facility renters
- Schedule/Coordinate tours of all rental facilities
- Maintain data base (using ActiveNet software and files) for all current rentals and contracts
- Submit regular billing and collections for all rentals
- Oversight and direct involvement of daily/weekly/monthly facility setup/ teardown based upon event
- Marketing of regularly scheduled promotions, special offers, contests, etc.,
- Oversight of marketing strategies to grow Fitness Center membership
- Scheduling security
- Oversight of inventory and ordering of rental supplies
- Perform additional duties as assigned

MINIMUM QUALIFICATIONS:

- Associates Degree from and accredited college or university with major course work in recreational administration, business administration, marketing or a related field.

Experience:

- Three to five years of progressive supervisory experience in marketing, event planning, recreation programming or any equivalent combinations of experience and education which provides the required knowledge, skills and abilities to perform job responsibilities.

Skills/Abilities:

- Plan, schedule, direct, coordinate and evaluate work of subordinates

- Ability to independently initiate projects and activities and work independently as well as part of a team
- Excellent communication, time management, writing and negotiating skills
- Above average verbal and written communication skills
- Must enjoy working with the public
- Ability to maintain client confidentiality and possess excellent client interaction skills
- Plan, manage and schedule recreation programs that meet the needs of the community
- Experienced in developing budgets for program revenues and expenditures
- Ability to simultaneously manage multiple projects
- Use a variety of computer programs such as MicroSoft Work, Excel, Publisher, PowerPoint, RecTrac and Adobe Creative Suite

A successful candidate must assist in moving the Village forward through modeling behavior that is consistent with our Good to Great leadership philosophy, and the overall mission and vision as public servants; demonstrate behavior that is consistent with the characteristics of a Servant Leader; have the ability to interact effectively with the public, department leadership, fellow employees and village officials; preserve the integrity of our organization by making decisions that are in the best interests of the organization; and perform all job duties in compliance with the rules and regulations of the Village of South Holland with high ethical standards and behaviors.

Starting Salary Rate: \$48,000 per year

The Village of South Holland offers an excellent benefits package including medical insurance, paid vacation and sick leave, with participation in the Illinois Municipal Retirement fund system.

Employment applications are available online at SouthHolland.org

Completed applications must be submitted to Employment@SouthHolland.org by April 30 , 2022