Illinois Restaurant Association

Job Description

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| Title | Executive Director |
| Department(s) | IRA Educational Foundation |
| Reports to | President & CEO IRA |

Job summary

We are the Illinois Restaurant Association (IRA) and we are looking for an Executive Director of our Education Foundation. The Executive Director builds Illinois' hospitality workforce through career exploration, workforce development programs, and scholarships. The IRA is a fast-paced environment that promotes, educates and advocates on behalf of Illinois’ dynamic culinary scene. If the following sounds like you, we would like to talk to you; are you someone who very naturally possesses the vision to drive big picture change and growth but you also are inclined to tend to the details or process necessary to attain goals? Would you describe yourself as highly self-sufficient? Do you have a naturally positive disposition but appreciate a serious demeanor as well? If these qualities sound like you please apply today!

Responsibilities:

* Governing the Board of Trustees to accomplish the mission of the Foundation including

succession planning, leading committees, providing direction and planning Board meetings

* Oversight and implementing ProStart Culinary Curriculum Program in schools statewide.
* Driving Foundation revenue growth through: sponsorship, fundraising, charity events and school contracts
* Strong fiscal management of the Foundation P&L, as well as budget planning

Qualifications

* Seasoned professional with a minimum of 10 years’ experience.
* Bachelor’s degree mandatory, a Master’s in Business Administration is preferred.
* Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills.
* Exceptional written, oral and interpersonal communication skills.
* Proficient in Microsoft Office (Word, Excel, PowerPoint, etc.)

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.