

# **Business and Development Director**

**Aldерwoman Julia Ramirez**

**12th Ward, City of Chicago**

## **Description**

Alderwoman-elect Julia Ramirez seeks a hardworking and committed individual to serve the neighbors of the 12th ward as the Business and Development Director for a full-time position. This position will oversee the ward's zoning and development processes and serve as the main liaison with small businesses and lead the Alderwoman's economic development initiatives in the Ward.

## **Qualifications**

- A minimum of a bachelor's degree preferred, alternatively a minimum of 3 years of related experience;
- Knowledge and understanding of the 12th ward and the issues facing ethnic and immigrant communities in the ward;
- An understanding of municipal agencies and City Hall organization and procedures;
- Working knowledge of municipal, state, and federal agencies and departments;
- Ability to maintain a good working relationship with the Alderwoman, staff, constituents, and neighborhood organizations;
- Demonstrates innovation in public engagement, and advocates for new processes, methods and procedures to inform the City's public input process.
- Commitment to ensuring that all members of the community are included in the participatory processes, especially those who are traditionally marginalized or underrepresented.
- Strong attention to detail and the ability to organize and set priorities;
- Excellent oral and written communication skills;
- Oral and written Chinese-language (Cantonese and/or Mandarin) or Spanish-language skills preferred;
- Ability to work a flexible schedule, including nights and weekends preferred;
- Ability to travel throughout the ward to meet in person with business owners and stakeholders;
- Experience working with small businesses and immigrant-owned businesses desired;
- Experience with developing participatory governance processes desired.
- Knowledge in computer applications and word processing;
- Strong analytical skills and experience in data-driven decision making;
- Experience in project management, particularly in leading cross-functional teams.

## **Responsibilities**

### **Business Liaison**

- Focused on carrying out the Alderwoman's relationship with the business community, moving forward the 12th Ward's economic development goals, and implementing the zoning and development ward processes;
- Represents the Alderwoman in meetings with businesses and community spaces as necessary; acts as the principal liaison between the Alderwoman's office, the Alderwoman, and businesses;
- Schedules meetings as necessary with government offices, service providers, business owner associations, and community organizations; Liaisons with the Chamber of Commerce;

- Conducts listening sessions with small businesses, including street vendors, to understand current needs and emerging issues, documents residents opinions on issues communicated to the office by business-owners and community members, including gathering information for follow up.
- Works with Neighborhood Engagement Director to identify issues that would require legislation or community mobilization; Responds to neighbors complaints about businesses and works with the Neighborhood Engagement Director to respond with follow up when needed.
- Connects small and emerging businesses to programming, resources and training offered by the City, other government agencies, or community partners;
- Works with Neighborhood Engagement Director to schedule Alderwoman to attend community events relating to the business community, i.e. Grand Openings, meetings, public events, etc. depending on availability
- Provides basic information about businesses services, including but not limited to grants, permit processes, benefits for small businesses, tax information, etc.

#### Community Zoning

- Lead 12th Ward Office zoning matters, including implementing zoning map amendment intake, maintain a database of applications for rezoning, and implementing community meetings for zoning cases;
- Provide land use analysis and recommendations to Alderwoman, such as zoning identify land parcels suitable for affordable housing and community gardens, and envisioning longer-term planning and community visions;
- Review Zoning Board of Appeals cases as necessary;
- Answer zoning and development questions from 12th Ward residents (Typically administrative adjustments, plan review, Accessory Dwelling Units, other advocacy or support as needed);
- Work collaboratively with the Alderwoman, the Chief of Staff, and the staff team overall to resolve zoning, housing, buildings, or development related issues;
- Liaison with various Development Agencies, including the City of Chicago Zoning Administration, to respond to neighbors' questions;
- Research and make recommendations to Alderwoman and Chief of Staff regarding infrastructure, sustainable development, traffic, bike lanes, etc.;
- Review and facilitate the process for sidewalk patio permits, loading and standing zones.

#### Other

- Meet attendance requirements as established by the office.
- Perform other duties as assigned by the Alderwoman.

#### **Working Conditions and Compensation**

- This is a full time salary position (\$56,000) with excellent benefits
- Ideal start date: May 8, 2023
- Reports to the Neighborhood Engagement Director
- Work is performed in an office environment, but expected to spend significant time in the field.
- Equal opportunity employer

To Apply email Alderwoman-elect Julia Ramirez your resume and cover letter at [julia@ramirezfor12.com](mailto:julia@ramirezfor12.com)

Add title of position in subject line

Applications open until April 19th, 2023 at 11:59PM