



## **Executive Director**

### Kenilworth Park District

**Contact Name:** Johnathan Kiwala  
**Contact E-mail:** president@kpdistrict.org  
**Contact Phone:** 847-376-9238  
**Closing Date:**  
**Salary:** 115,000+

#### **Description:**

#### **EXECUTIVE DIRECTOR – KENILWORTH PARK DISTRICT**

Salary: \$115,000+ DOQ  
Location: Kenilworth, Illinois  
Annual Budget: \$1.7 Million  
Application Deadline: March 14, 2025

#### **About the Position**

The Kenilworth Park District (KPD) is seeking a visionary and motivated leader to serve as its next Executive Director. This is a highly visible and community-focused leadership role, responsible for strategic planning, financial management, operations, and community engagement. Reporting to a five-member elected Board of Commissioners, the Executive Director leads a dedicated team of six employees and manages a \$1.7 million annual budget, ensuring the continued growth and enhancement of recreational services, community programs, and public spaces.

The Kenilworth Park District manages 12 acres of parks, including Townley Field, the largest athletic park in the District, and the Kenilworth Assembly Hall, a nationally historic community center. The District also maintains an administrative office inside the K-8 Joseph Sears School, where it oversees after school programming through a wonderful collaborative relationship. The Park District also maintains landscaping services of the school through a maintenance agreement. Additionally, the Park District manages Village-owned land through an Intergovernmental Agreement, ensuring efficient use of shared spaces and services.

The Park District works with over 50 independent contractors to provide diverse programming for the community. A key responsibility of the Executive Director is to build and maintain strong relationships with these contractors, setting clear expectations and ensuring high-quality service delivery.

This position requires an individual who is highly engaged in the community, regularly attending Park District events, public meetings, and collaborative initiatives to strengthen relationships with residents and stakeholders.

#### **Key Responsibilities**

## Strategic Leadership & Vision

- Lead the development and implementation of a new strategic plan, ensuring alignment with community needs and Board directives.
- Establish long-term goals for financial sustainability, facility enhancements, and program expansion.
- Foster strong intergovernmental partnerships with the Village of Kenilworth, Joseph Sears School, local organizations, and neighboring park districts to maximize resources and services.
- Advocate for policy development, funding opportunities, and operational efficiencies to enhance District services.

## Financial Management & Budgeting

- Oversee the creation and management of the annual \$1.7 million budget and tax levy, ensuring financial sustainability.
- Provide fiscal oversight of all Park District funds, ensuring efficient and responsible allocation of resources.
- Identify revenue-generating opportunities, including grants, sponsorships, and program fees, to enhance the Park District's financial position.
- Ensure compliance with financial reporting requirements, including the continued achievement of the Excellence in Financial Reporting Award from the Illinois Government Finance Officers Association (IGFOA).

## Operations & Capital Project Management

- Oversee the maintenance and improvement of parks, facilities, and infrastructure, ensuring high standards of safety and usability.
- Manage capital projects, including park improvements and facility renovations, in coordination with the Board and community stakeholders.
- Continue to enhance ADA accessibility initiatives, building on the success of the first-ever ADA-accessible playground at Townley Field South.
- Evaluate the balance between outsourcing services and in-house operations, optimizing costs and efficiencies.

## Community Engagement & Program Development

- Expand and innovate community programs and events, including Food Truck Mondays, seasonal festivals, and educational programming.
- Strengthen partnerships with Joseph Sears School for after-school programming and shared facility use.
- Serve as the public face of the Park District, ensuring strong relationships with residents, local businesses, and stakeholders.
- Maintain relationships with over 50 independent contractors, ensuring quality programming and establishing clear expectations and deliverables.
- Attend Park District-sponsored events and community activities, fostering a visible and engaged presence within Kenilworth.

## Human Resources & Staff Development

- Lead and develop a dedicated staff of six, including:
  - Director of Recreation & Facilities
  - Recreation Manager
  - Kenilworth Assembly Hall Manager
  - Two Landscape Maintenance Personnel

- Oversee staff hiring, training, and performance management, fostering professional growth and accountability.
- Promote a workplace culture of innovation, teamwork, and excellence to support the mission of the Park District.

### **Qualifications & Experience**

- Minimum of 8 years of experience in a Director or Superintendent role within parks and recreation, municipal government, or a related field.
- Bachelor's degree in Public Administration, Parks & Recreation Management, Business Administration, or a related field (Master's degree preferred).
- Certified Parks and Recreation Professional (CPRP) certification required.
- Proven financial acumen, with experience overseeing budgets, tax levies, and financial reporting.
- Strong strategic planning and vision-setting skills, with a record of successfully implementing long-term initiatives.
- Experience in capital project planning, facility management, and intergovernmental agreements.
- Exceptional leadership and personnel management skills, with experience supervising teams and fostering a collaborative work environment.
- Strong community engagement and relationship-building skills, with a passion for public service and community development.
- Ability to effectively communicate with the public, Board of Commissioners, staff, and external partners.

### **Compensation & Benefits**

- Salary: \$115,000+ DOQ
- Comprehensive benefits package, including:
  - Medical, Dental, and Vision coverage
  - Life Insurance (basic & voluntary additional coverage)
  - IMRF Defined Benefit Pension
  - Short- and Long-Term Disability (IMRF)
  - 457 Defined Contribution Plans
  - Medical and Childcare Flexible Spending Accounts
  - Paid Time Off (sick, vacation, and Floating Holidays)
  - Recreation Facility Use (Through IGA with Northfield Park District)
  - Professional development opportunities and support for continued education.

### **How to Apply**

Interested candidates should submit the following:

1. Cover letter detailing interest and qualifications.
2. Resume highlighting relevant experience.
3. Five professional references (letters preferred).

Submit applications to [president@kpdistrict.org](mailto:president@kpdistrict.org). All application materials will be due Friday, March 14, 2025 at 5:00PM.

The first interviews are projected to start the week of March 17th. The projected start date is April 7, 2025.

For more information about the Park District, visit [www.kenilworthparkdistrict.org](http://www.kenilworthparkdistrict.org).

### **About Kenilworth, Illinois**

Located on the North Shore of Chicago, Kenilworth is a historic, vibrant community known for its beautiful parks, strong civic engagement, and rich history. As one of the most picturesque villages in the area, Kenilworth is committed to preserving its charm while enhancing recreational opportunities for residents.

The Kenilworth Park District plays a central role in the community, managing parks, recreational programming, and beloved public spaces such as the Kenilworth Assembly Hall, Townley Field, and other Village-owned properties. The Park District collaborates with the Village of Kenilworth, Joseph Sears School, and neighboring park districts to maximize resources and offer high-quality programs and services.

This is an exciting opportunity for an experienced leader to build on the successes of the Park District, shape its future, and make a lasting impact on the Kenilworth community.