



Executive Director

Butterfield Park District

Contact Name: Anne Popek
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Contact Phone: 630-858-2229
Closing Date: 2025-07-14
Salary: \$100,000 - \$130,000

Description:

<https://butterfieldpd.com/Executive Director>

The Executive Director must demonstrate exceptional skills in leadership, long-range planning, staff development, and fiscal management. The individual must also exercise initiative in the areas of goal setting, customer service, and marketing. Finally, this individual must foster a commitment to meeting the leisure needs and interests of the community.

Qualifications – Qualified candidates for this position must possess these minimum requirements:

- Possess a bachelor's degree in parks and recreation, public administration, finance or business from an accredited college or university.
- Completed at least five years of successful management and leadership in a park and recreation or related field.
- National Park and Recreation Association, Certified Park and Recreation Professional, or Certified Park and Recreation Executive certification.
- Possess the ability to lead in the community in defining a viable vision for the park district as well as establishing goals and objectives to support that vision.
- Possess sound business acumen, especially in fiscal management, capital projects, and alternate revenue sources.
- Previous experience in securing OSLAD and DCEO grants, as well as experience in administering grants.
- Experience with comprehensive long-range planning and the ability to assess community interests.
- Knowledge of park and recreation trends, personnel and risk management, and creative financing.

Benefits

- Hiring range is \$100,000 - \$130,000
- Extensive benefits including IMRF Pension, and competitive health, dental, vision and life insurance.
- Vacation, holidays, and professional development.
- Vehicle allowance

Applications will be accepted until July 14th.

All application inquiries as well as application materials should be referred to:
Ray Ochromowicz
Executive Decisions Consulting
rayo@recreatepro.com
630-418-0991