

Executive Director Position Description:

The ED will have responsibility for promoting the mission and objectives of the California Black Chamber of Commerce through actively recruiting and servicing Chamber members, building strong relationships with partners and sponsors, building and sustaining an effective public image and serving as an advocate on issues critical to the economic success of California African American businesses statewide. The successful candidate should have experience in the following areas: membership management services, recruitment, fund-raising and capital campaign experience. The ED reports directly to the President/CEO and is accountable to the Board of Directors for leading the daily operations of the Chamber, while also executing the Chamber's strategic plan.

Within the limits of the bylaws of the Chamber and policies established by the Board, the ED shall perform these essential duties:

- **Membership Development** – Recruiting and retaining new Corporate and individual members; Retaining existing members; Reinforcing that “membership in the Chamber is valuable”, and continually building upon this value-proposition on behalf of members.
- **Economic Development** – Creating, fostering and building business opportunities for African American businesses throughout the state, ensuring the Chamber's voice is included in important economic, education and political discussions within the state that impact business.
- **Programming** – Planning and implementing events aimed at membership's needs and interests; actively engaging members and key economic, education and political stakeholders within the state, and the Board of Directors.
- **Fund Raising & Fiscal Management** – Development an **Annual Operating Plan**, an annual Budget and Fund-raising Plan which includes implementing campaigns to secure financial and in-kind contributions to sustain the Chamber, further its operations and programs, and maintain positive cash-flow and financial reserves.
- **Partnerships** – Cultivating strong relationships with key state leaders, allied groups, educational governmental and other related organizations; Building coalitions necessary in the private and public sector to accomplish organizational goals and with constituencies who share the Chamber's mission, vision and principles.
- **Operations** – Recruiting and managing staff, volunteers, interns and consultants; Preparing and managing financial plans and tax documents; Managing the Chamber's facilities and assets; Providing administrative support to the Board as requested; Building and leading an innovative Chamber by incorporating best practices
- **Public Relations** – Serving as the Chamber's point-of-contact throughout the entire statewide community; Supporting the Chamber by developing and sustaining relationships with key sponsors; Cultivating and sustaining a positive community image for the Chamber; Servicing as the spokesperson for the Chamber in conjunction with the Chair of the Board.
- **Other** – Performing special projects as assigned; Serving as an Ex-officio member of the Board of Directors, Executive Board and Board Committees

Required Qualifications:

- Bachelor's degree in business / management or related field
- 5 years of managerial experience with responsibility for a combination of Membership Development, Economic Development, Programming, Partnership-building, Fund Raising, Operations and Public Relations duties
- Demonstrated competence with developing and maintaining relationships with diverse stakeholders across government, educational and corporation agencies and organizations

- Knowledge of the business issues important to businesses at all levels statewide
- Ability to use constructive influence and initiative to implement the Chamber's strategic plan
- Strong leadership skills
- Ability to work with stakeholders from diverse backgrounds and roles
- Highly-effective relationship skills
- Ability to align personal actions with the Chamber's strategic plan
- Strong partnering skills and ability to be the staff leader of the Chamber
- Excellent interpersonal skills; ability to relate well to both small business owners and high-level corporate executives.
- Intimate knowledge of African American and general business communities
- Prior work experience with a governing Board of Directors
- Budgeting, fundraising, and financial skills
- Flexible in work schedule based on events and activities of the Chamber