



Executive Director Position with the Davis Chamber of Commerce

All applications are due by no later than *Friday, January 18th at 5 PM Pacific*. Email or deliver required application materials as instructed (see "TO APPLY" section below) to be considered.

Job Title: Executive Director

Reports To: Board of Directors

FLSA Status: Exempt

Salary Range: DOQ

The Board of Directors for the Davis Chamber of Commerce is looking for a highly motivated professional that is seeking opportunity for growth and leadership within the Davis, California community. With over 500 business members, the Davis Chamber has a 113-year history of working diligently to promote the business community.

The Davis Chamber is a member-driven organization with a stated mission to 'promote, support, and advocate for the economic vitality of its membership and increased quality of life of the community.'

Position Overview

The Executive Director of the Davis Chamber is the administrator for a dynamic, energetic, motivated, innovative, and visionary team. This skilled professional leads with strong organizational, time management, collaboration, partnership, communications, business development, and public policy skills.

The Executive Director is tasked with ensuring that a small, talented staff has the resources and direction to deliver programs and services determined by the Board of Directors. The Executive Director has the daily responsibility of ensuring that all Davis Chamber members receive relevant, responsive, and timely services, initiatives, programs, and events.

The Executive Director is expected to strengthen existing relationships with business, government, and community partners, while forging new partnerships where applicable, ensuring that the Davis Chamber remains a relevant and robust influence for local economic vitality.

Responsibilities

The Executive Director works on behalf of the membership, Board of Directors, and the organization. Duties include, but are not limited to:

For the Membership

- In coordination with the Board, serves as the chief spokesperson for the Davis Chamber and its members.
- Protects and promotes the Davis Chamber's brand identity to the businesses and community.
- Actively participates in the community, economic development, and government relations efforts by maintaining strong relationships with local and regional partners.
- Acts as the Davis Chamber members' primary point of contact for **Annual Sponsorships**, in coordination with the Directors of Membership and Marketing & Events, while always looking for opportunities to enhance, expand, and successfully deliver this important program.
- Supports the Director of Membership, ensuring that members receive multiple contacts throughout the year from Davis Chamber staff, Board, and Ambassadors, leading to membership growth and retention.

- Supports the Director of Events & Marketing in planning, scheduling, and executing a series of small and large events to meet the networking needs of members, which provides opportunities to highlight their services for the community.
- Strategizes with the Board and staff on new events and revenue sources to enhance member value.
- Supports a dynamic and engaged Ambassador program.
- Ensures that the Davis Chamber's offices are a welcoming environment, coordinating staff schedules so that members and the public have access to the common space during business hours.

For the Board of Directors

- Provides support to the Board in developing, planning, promoting, and executing the Davis Chamber's annual programs and events, including relevant staff as appropriate.
- Advises the Board in its capacity as the Davis Chamber's policy-setting body and executes as directed.
- Facilitates the Board in identifying, recruiting, and appointing members to the Board and committees.
- In coordination with the Chair and staff, is responsible for developing the Board's agendas, scheduling and executing meetings, and documenting decisions through minutes.
- Works with the Chair of the Board to assess appropriate resource allocation, ensure adequate revenue, and project needs and requirements to deliver on the Davis Chamber's mission.
- Serves as a non-voting member of the Board and the Davis Chamber's committees, coordinating appropriate staffing and ensuring timely and effective communication of results to the rest of the organization.
- Regularly updates the Chair and Executive Committee on performance, progress, issues, or concerns with respect to staffing, finances, policies, or membership.

For the Organization

- Creates an environment of collaboration and respect for all permanent and temporary staff.
- Develops, partners, leads, trains, and recruits staff to provide a friendly and welcoming environment.
- In a collaborative supervisory role, ensures staff has the resources to conduct their specific job duties, including timely communication of opportunities and challenges to the Chair and Board.
- In consultation with the Executive Committee, manages administrative, human resource, and fiscal functions, including internal policies, standard operating procedures, protocols, and financial controls to ensure sound fiscal and operational management of the Davis Chamber's affairs.
- In coordination with external consultants, maintains active financial and accounting procedures by tracking resources and assets, managing weekly revenue deposit and expenditure processing, overseeing weekly account reconciliation, providing monthly budgetary reporting, and developing the annual budget with the Board.
- In consultation with the Executive Committee of the Board, provides input for quarterly and annual self-evaluations, conducts annual evaluations of staff, and allocates staff raises and/or bonuses as appropriate.

Qualifications

The Executive Director will possess the following skills and abilities:

- Engaged, forthright, team-oriented, and polite demeanor.
- Sets expectations for the organization and staff based on Board direction, inspiring and motivating each part of the Davis Chamber to achieve the best possible outcomes.
- Maintains role as a visionary leader and strategic thinker, while providing pragmatic optimism.

- Seeks to create collaboration, consensus, and solutions among members, the community, and stakeholders.
- Exhibits strong interpersonal communication skills, including the ability to elicit cohesiveness from internal staff and effectively deliver Board and member messages to the public and media.
- Willingness to proactively engage with current and prospective members in a variety of settings, including spending significant time (up to 50%) of the work day out in the community.
- Gracefully accepts criticism, with the ability to learn from setbacks and create positive outcomes.

Education & Related Work Experience

- Education - a bachelor's degree in business, public administration, communications, organizational development, or related field. Five (5) years of management experience with a similar organization can be substituted for this requirement.
- Experience – a minimum of five (5) years of progressively responsible supervisory or management experience (in addition to educational requirement), demonstrating an understanding of the Davis Chamber and community or ability to relate expertise from a similarly-sized organization and community.
- Technology – the ability to effectively use MS Office, Quickbooks, CRMs, online search tools, social media, and a willingness to adapt to new and emerging tools and platforms.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. The employee is frequently required to sit for extended periods, use hands/fingers to handle or feel, reach with hands and arms, speak, and hear. The employee is occasionally required to stand, walk, stoop, kneel, and crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Reasonable accommodations will be made, if available, to enable individuals with disabilities to perform the essential functions.

Other Duties as Assigned

The Executive Director shall perform any additional duties as specified by the Chair, Executive Committee, and Board. All staff, including the Executive Director, shall fill in as needed in Davis Chamber operations to successfully achieve the Davis Chamber's mission and goals.

Ability to drive and/or provide own transportation is required.

**** TO APPLY ****

Submit the following items by **no later than Friday, January 18th at 5 pm Pacific** through email of PDFs to mfaust@mefcllc.com with "Executive Director, Davis Chamber of Commerce" in the subject line, or by hard copy in a sealed envelope to ATTN: Michael Faust, Davis Chamber of Commerce, 604 3rd Street, Davis, CA 95616.

- CV/resume detailing your relevant work experience, education, and training. Experience should include dates of employment, a detailed description of your duties, and highlights of successes. Education will be verified for candidates that are invited to an interview, but you are invited to attach copies of your transcripts as appropriate. Training should detail the dates of attendance and the outcome from the activity, including obtaining certificates or credits.
- Three (3) to five (5) professional references, and two (2) personal references, including valid phone number and email contact information. Note: References will not be contacted until agreed to mutually by the Davis Chamber and applicant.
- Supplemental Questions (*include as a separate document*):

- Describe in 200 words or less how the Davis Chamber would benefit from your leadership in the role of Executive Director.
- Describe in 100 words or less an experience that is directly relatable to the position of Executive Director for the Davis Chamber.
- Describe in 100 words or less your experience with finances, budgeting, and P&L statements.
- Describe your expected compensation?