



Job Opportunity

Position: Associate Vice President

Reports to: President & CEO

Benefits: This is a salaried exempt position with benefits, including paid sick leave and PTO; group medical, dental, and vision insurance (40% employee contribution); Life insurance; Long-term disability insurance.

Chamber Overview:

The Chico Chamber of Commerce, founded in the early 1900's, represents 600+ member businesses throughout the Chico area and is one of the largest leading business advocacy organizations in the North State. The Chico Chamber leverages the voice of business for community good and is dedicated to strengthening our economy and quality of life through local and regional advocacy, workforce development, sector strategies, and business retention and development. In 2015, the Chamber adopted a 5-point Community Vision focused on public safety, a healthy city government, thriving anchor businesses, vibrant shared spaces, and premier facilities and community amenities. The Chico Chamber of Commerce also operates a 501(c)(3) organization, is a coordinator of the public-private Team Chico economic development collaborative, and is a founding stakeholder of the Beautiful, Clean, & Safe Action Group.

Position Overview

The Associate Vice President will serve as the senior staff advisor to the President & CEO in matters related to revenue development, marketing, strategy and team management. Through the development of key relationships with members and partners and the communication of the Chamber's advocacy and economic development successes, the Associate VP ensures the Chamber maintains increasing levels of investment over time to meet stated strategic goals and initiatives.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES:

The Associate VP will have chief responsibility for:

- Developing strategies and tactics that lead to long-term financial stability in partnership with the President & CEO and any relevant committee(s). Developing and implementing marketing and messaging products and procedures to advance the Chamber's revenue goals, mission, vision, and visibility.
- Managing the Chico Chamber's development and marketing affairs.
- Developing and overseeing and/or implementing recognition, renewal, recruitment, engagement, member services, and in-kind investment strategies.

- Directly overseeing staff who coordinate communications, engagement, and events.
- Developing and overseeing budgets and financial templates for all events.

Other specific duties of the Associate VP include:

- Working with the President & CEO to find common ground and build trust with internal and external stakeholders, and synthesize a wide range of information into compelling narratives.
- Developing reporting procedures to track and measure all major revenue channels.
- Reviewing and guiding the staff in areas of procedure, approach, and targets.
- Working with communications staff to develop effective marketing strategies and public messaging.
- Working with the events and engagement staff to design and implement Chico Chamber events.
- Other duties as assigned.

QUALIFICATIONS & REQUIREMENTS:

The ideal candidate has:

- An ability to expertly manage associated marketing and messaging for revenue development;
- Extensive professional experience growing revenue through traditional association and/or non-profit channels such as membership, sponsorship, media, and events;
- Strong negotiation and closing skills;
- The ability to communicate in a strong, positive and effective manner both verbally and non-verbally.
- A solid understanding of the significant role business plays in a successful community;
- A deep interest in community, current events, and civic affairs;
- An ability to track and lead trends on innovative association operations, strategies, revenue models, and development strategies;
- A firm grasp of the municipal government process;
- The ability to establish lasting professional relationships;
- A high level of personal accountability;
- A strong knowledge of Windows, Microsoft office and database management software.
- A BS or BA degree preferred.
- 5+ years management experience in associations, Chambers, or non-profit sector preferred.

Physical requirements/Typical Working Conditions:

Requires work with external customers and the public. Requires working indoors in environmentally controlled conditions and sitting for long periods of time. Requires standing for long periods of time, requires working outside in extreme heat and cold during outreach and community events. Requires face-to-face discussions with individuals or teams. Requires flexibility with schedule. Ability to tolerate numerous interruptions during the day.

Deadline: Closing date is March 25, 2016.

Contact: Interested candidates please send resume and cover letter to Katie Simmons, President & CEO, Chico Chamber of Commerce, PO Box 3300, Chico CA 95927; katie@chicochamber.com. *No calls, please.*