

## Bell Gardens Chamber of Commerce Executive Director Position Profile

**Reports to:** Chamber Chairman of the Board, Executive Committee and Board of Directors

The Bell Gardens Chamber of Commerce (The Chamber) is seeking a dynamic, visionary leader to manage and achieve the strategic goals determined by the Board of Directors. The Chamber is responsible for the implementation of a proactive economic development and marketing program that will enable the city to increase employment for our residents and businesses and assist in the creation of a better quality of life of our community. The new Executive Director will be involved in the development, recruitment, retention, and expansion of local business and provide tangible opportunities for businesses to network with one another and with government leaders within the community.

The new Executive Director will be responsible for creating a five year business plan which embraces the mission of the Chamber. This plan will help board members implement the mission of the Chamber. The Executive Director will implement the leadership and Board's decisions to serve its members and related constituencies. The Executive Director will need to establish strong ties to current and new constituencies, and continue and expand outreach efforts to broaden The Chamber's membership base, and continue to build the area's economy. For more information, go to [www.bellgardenschamber.org](http://www.bellgardenschamber.org).

### **Key Executive Responsibilities:**

- Work collaboratively with the City of Bell Gardens Executive Staff and Economic Development efforts
- Assess the needs of local businesses
- Retain existing businesses within the city
- Recruit new businesses to the city
- Assess the strengths and weaknesses of current operating system
- Create a grass roots marketing plan to engage business members
- Expand the membership
- Assess the feasibility of continuing as the host for the Miss Bell Gardens Pageant
- (listed below) Responsible for monthly reporting and updating to the Community Development Department
- Responsible for organizing quarterly "Chamber" mixers (minimum of 4 a year)
- Positively represent The Chamber regionally at civic and community events.
- Obtain maximum utilization of staff by recruiting first class personnel clearly defining responsibilities, establishing performance standards, conducting performance appraisals and maintaining a competitive salary structure.
- Must be able to demonstrate the ability to manage a budget and work collaborative with different funding sources
- Must have experience applying for grants

### **Executive Competencies:**

- Excellent verbal and written communication skills – communicates own and Board's agenda and priorities to others.
- Bi-lingual English / Spanish preferred.
- Strategic thinking – discerns and conceptualizes present and future trends and communicates options and choices regarding same to The Chamber's leadership.
- Evaluates cost vs. benefits of proposed ideas, projects and events; urges the Board to make appropriate choices and operates to accomplish results in a timely and measurable manner.
- Personal integrity above reproach, with a passion for serving in a collaborative environment to satisfy multiple groups.
- Leads by personal involvement and example, but uses delegation wisely.
- Professional presence and public speaking ability a must.
- Motivates others to be champions of The Chamber's initiatives and key goals.
- Expertise with mainstream computer software and electronic social media.

### **Education and Experience Preferred:**

- Bachelor's degree or MBA or advanced degree preferred.
- Must have a known track record as a senior executive, manager for 5 or more years in corporate, community or not-for profit management areas.
- Significant familiarity with industrial, commercial, retail, healthcare, energy and hospitality industries.
- Proven leadership in program and resource development (fundraising).
- Experience in reporting to a Board of Directors and building consensus with diverse constituencies.
- Familiarity with public relations and marketing campaigns; expertise in dealing with local and national media.

### **Relationships:**

- Responsible to the Chamber President, Executive Committee and Board of Directors for the administration of The Chamber offices, implementation of its budget and for proper interpretation and fulfillment of assigned functions, responsibilities, policies, programs and relationships.
- Serves as a member of the Board of Directors, the Executive Committee, and is an ex-officio member of all Chamber Councils and Committees.
- Along with the appropriate staff member, serves as staff liaison between the City of Bell Gardens, Chamber Councils and the Board of Directors.

**Compensation and benefits:** Compensation and benefits are competitive with market value and commensurate with experience.

#### **Contact Information:**

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***All submissions will be treated confidentially.  
Do not contact The Chamber offices directly.***