

Milpitas Chamber of Commerce

What distinguishes Milpitas Chamber of Commerce from all the rest? Vision, energy, creativity, and the fact that we encourage everyone to unleash their potential. We know what it takes to grow, develop, enhance and advance your career.

That's why we look for people who want to be the best at what they do. Who knows what it means to be a true entrepreneur; people who enjoy doing more, getting more and being more and who aren't afraid to look at a challenge head on, inside out, upside down or even a little sideways to get the best possible results.

Position: Executive Director

Salary: \$55,000

Commissions: Yes (TBD)

Benefits: Medical, Dental, Vision can be provided, but costs will be deducted from designated salary. Mileage Reimbursement: Mileage within Milpitas is expected at no reimbursement. Mileage outside of Milpitas will be reimbursed at GSA rate (updated monthly).

Directly reports to: Board Chair

Chamber Membership: 550

Total Number of Staff: 2

Population of Area Served: 70,000

Necessary characteristics:

Positive attitude Goal-oriented Friendly Diverse and open culturally

Healthy ego Out-going Willingness to learn

Necessary qualifications:

- Bachelor's Degree: business related field preferable.
- Minimum five years of increasing responsibility in business or non-profit work.
- Demonstrated leadership, decisiveness and foresight.
- This job requires strong fundraising, public relations, verbal and written communication abilities, computer competency, advocacy, marketing, organization and planning skills.

Summary of duties:

The Executive Director is responsible for the day-to-day decisions necessary to ensure proper functioning of the Chamber, developing and implementing the goals and policies of the Board of Directors, directing all employees and administering the approved budget. The Executive Director shall advance the economic, professional, cultural and civic welfare of Milpitas and encourage the growth of

existing businesses while providing proper assistance to new firms or individuals seeking to locate in Milpitas.

Responsibilities:

- To ensure the Chamber's ongoing, independent solvency.
- To collaborate with the Chamber board and coordinate with the designated Director Chairs and Chamber Ambassadors in order to execute all programs, activities and events for Member businesses and the Chamber itself. Examples would include Mixers, Educational Seminars, Trade Shows, Board Retreat and annual fundraisers approved by the Board of Directors (i.e. Crab Feed, Golf Tournament, etc). Would also work with committees formed to assist in the planning of these events.
- To work with Chamber board and Membership Chair(s) in developing and implementing programs to increase Chamber membership. This would include setting goals for acquiring new members and providing a monthly report to the Board on productivity and effectiveness of those activities.
- Develop outreach materials such as website, newsletters, advertisements, press releases, etc.
- Prepare the notices, agendas and minutes for the Board of Directors meetings.
- Coordinate with Membership Chair(s) to maintain regular contact with members to determine their needs and assist with their business needs – annual survey.
- Collaborate with appointed board Director(s) to hire, discharge and supervise all employees of the Chamber; arranges training and make appraisal(s) of job performance.
- Oversee/review Chamber expenses, work with Financial Chair(s) to provide monthly financial statements and collaborate on the annual operating budget.
- Represent the Chamber at City Council and committee/task force meetings and other public functions
- Maintain contact with key community leaders to ensure support for the Chamber's objectives. Develop and maintain excellent working relationships with the Chamber's local and regional partners
- In collaboration with Chamber staff, research and shape Chamber positions on public policy issues

Service metrics and other objectives will be established at the end of the three-month probation period jointly between the Board Chair and Executive Director, and discussed in mid-year and annual performance review meetings.

To Apply:

Please submit a cover letter with your resume and responses to the following questions:

- Describe a specific collaboration that you facilitated with business or community partners to meet the goals of your community or organization
- Detail two successful economic development programs that you have participated in. Provide a brief description of the programs, your role and responsibilities, key stakeholder involvement, program goals and objectives, performance measures and outcomes.
- What ideas do you have that the Chamber of Commerce can initiate to promote job creation in the Milpitas area?

Deadline: Submit application materials or questions to info@milpitaschamber.com by close of business August 31, 2010.