



# Greater Yakima Chamber of Commerce

## *President and Chief Executive Officer Job Opening*

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January 18, 2010

## Job Opening

### Greater Yakima Chamber of Commerce President/CEO

The Greater Yakima Chamber of Commerce is looking for a dynamic professional with previous experience in senior management, preferably within a Chamber of Commerce or similar career background in a nonprofit or private sector; a leader with an entrepreneurial spirit capable of taking the organization to the next step of excellence, a responsible manager sensitive to effective and efficient use of the resources of the organization and the management and motivation of its volunteers. The position shall remain open until sufficient applications have been received.

Interested applicants should submit a letter of interest introducing themselves to the Chamber President Selection Committee and include a resume.

**Mail to:** President Selection Committee  
PO Box 9831  
Yakima, WA 98909

**Email to:** [yakimachamber@hotmail.com](mailto:yakimachamber@hotmail.com) (PDF format only)

**Drop off location:** ACTNOW, INC  
3 East G Street | Yakima, WA 98902  
509-454-7989

Please mark on the front lower left corner on envelope:

**"Yakima Chamber President Applicant"**

All inquiries directed via email to [yakimachamber@hotmail.com](mailto:yakimachamber@hotmail.com) or fax to 509-654-7478. Please, no phone calls. Qualified individuals will be invited to participate in the next phase of the selection process.

# **Greater Yakima Chamber of Commerce President / Chief Executive Officer Job Description**

**Position:** President, CEO

**Reports to:** The President receives the authority to act from the Board of Directors, and is directly responsible to the Board.

**Basic Function:** The President is the chief paid executive and administrative officer of the Chamber and is charged with the responsibility to manage the affairs of the Chamber.

**Essential Duties and Responsibilities include, but are not limited to the following. Other duties may be assigned:**

- Promotes interest and energetic participation in the Chamber's activities. The role of the volunteer is the backbone of the Chamber's plan of action, and the President must not only attract volunteers, but identify proper recognition for participation.
- Keeps the Board of Directors and the Executive Committee fully informed on the condition and operation of the Chamber, along with all-important factors influencing them. Attends all meetings of the Board of Directors and the Executive Committee.
- Plans, formulates and recommends for the approval of the Board of Directors basic policies and programs which will further the objective of the Chamber.
- Develops, for the purpose of day-to-day administration of Board directives, specific policies, procedures and programs necessary to implement those directives.
- Establishes a sound management structure for the Chamber office. The President selects, trains, directs and has the authority over all office personnel necessary to carry out the policies and programs of the Chamber.
- Provides the necessary liaison and staff support to division and committee chairs to enable their committees to properly perform their functions. Sees that committee decisions and recommendations are submitted to the Board of Directors for approval when necessary.
- Executes contracts and commitments as may be authorized by the Board of Directors or By-Laws.

- In cooperation with the Executive Committee, and based upon Program of Work decisions, develops the annual budget for approval by the Board of Directors, makes recommendations, and operates under the guidelines approved by the Board. Ensures that all funds, physical assets, and other property of the Chamber are appropriately safeguarded and administered. Ensures that an audit is reviewed and performed per Chamber By-Laws.
- Coordinates with other organizations and activities to enhance public understanding and awareness of the mission and objectives of the Chamber.
- Fulfill a secretarial function for all Board of Directors meetings and other official meetings of the organization. Provides security for all files, legal and historical documents, membership and mailing lists, etc.
- Carries out such other general responsibilities as may be delegated by the Board of Directors or their officers.

**Qualifications:** A minimum of seven years experience in senior management, preferably within a Chamber of Commerce or similar career background in nonprofit or private sectors. Direct experience providing services to business and community. Relevant experience will be considered which demonstrates leadership in the management of complex and dynamic organizations as well as broad exposure to organizational and fiscal management. Experience that demonstrates the ability to conceptualize, plan, implement, administer, evaluate, communicate and develop funding resources for programs is essential. Successful experience in general management, budgeting, and financial management, marketing, human resources management and Board/volunteer relations is highly desirable. Working knowledge and experience with public sectors and local/federal agencies. Experience working in a multicultural population is preferred,

**Education and/or Experience:** An undergraduate degree is preferred in one of the appropriate fields of study: (ex: Business Administration, Management). An equivalent field of experience may be substituted.

# ***Greater Yakima Chamber of Commerce Position Profile***

## **ORGANIZATIONAL BACKGROUND**

The Greater Yakima Chamber of Commerce was organized as a business association nearly 117 years ago to represent the business interests of merchants, manufacturers, professionals, and farmers in the greater Yakima Valley. Today, nearly 1,000 members are served throughout Yakima County, making this organization the premier civic and business association and largest Chamber in south Central Washington.

Local communities served, and considered part of the Chamber's primary marketplace, include Selah, Naches, Yakima and Union Gap. Efforts are underway to engage in issues and activities with other Chambers and cities located in the lower Yakima Valley. The population of Yakima County is a little over 250,000 people.

Our mission is to be an advocate for our members (and entire business community) to strengthen and develop our local economy. Our vision statement says we will do this by providing positive, active leadership aimed at creating a cohesive, successful business climate. To carry out this mission the Chamber employs seven Chamber professionals and utilizes approximately 145 volunteers who serve on various committees and task forces. A Board of Directors comprised of 25 men and woman, representing all sectors of business, serves as the policy-making governing body.

The Greater Yakima Chamber owns its own office building which serves the region as the Central Washington Business Resource Center. Housed in our building, operating as separate organizations, are the Yakima County Development Association, also known as "New Vision", and a Small Business Development Center (SBDC), an arm of the SBA. We also provide an office for the SCORE program.

The Greater Yakima Chamber, a 501©6 organization, has a \$605,000 operating budget with numerous sources of funding. The Chamber also manages its own foundation, a 501©3 organization, that currently has \$68,849 in assets. Sources of funding for the Chamber include membership dues (approximately 50% of budget) and non-dues income from service agreements, event fees, rent income, sponsorships, and publication and advertising sales.

The Chamber's volunteer resources are organized in four Divisions; Government Relations, Member Services, Education and Finance and Organizational Management. Each division has a Chairman or woman who directs and focuses human resources to achieve Program of Work objectives. Board members and Division committees are actively engaged and work closely with staff to execute activities and programs.

## **AFFILIATE ORGANIZATIONS**

The Yakima Chamber of Commerce also provides programming and services to its members through its Foundation and affiliations with other organizations.

The Yakima Chamber manages the Yakima Chamber Foundation which serves as the fiscal agent for two Chamber Programs; Leadership Yakima, which is a nine-month leadership development program, and BEP, the Business Education Partnership. Leadership Yakima has its own budget and program of work and is governed by a Chamber Executive Committee. The Foundation contracts with the Chamber to manage

the Leadership Program. Likewise, the Chamber contracts with the Foundation for an annual fee to manage and deliver BEP services to local school districts. The BEP program incorporates the use of a browser based program to connect teachers and students with local employers to set job shadow appointments, business tours and provide other opportunities for approximately 4,000 students from 14 school districts.

In addition to Leadership Yakima and the BEP program, the Chamber employs a staff person to serve a grass routes group known as "Citizens for Safe Yakima Valley Communities". This group has its own corporation and compensates the Chamber for office space and employing their dedicated staff person.

### **SUMMARY**

The Greater Yakima Chamber of Commerce has been growing and expanding over the last five years and is a respected and empowered organization ready to take itself to the next level. Internal controls are in place, current programs have been successful and are popular, events are well attended and its leadership is engaged. The Chamber has good relationships with the cities, county and state lawmakers. The position of President and CEO comes with many opportunities to lead, initiate and develop new services and programs.