

YOUR CHAMBER IS HIRING



PRESIDENT & CEO

Job Title: President & CEO

The Danville Pittsylvania County Chamber of Commerce in Danville, Virginia is recruiting a President & CEO who will work to build the Chamber's role and relevance in the economic vitality of the region and serve the membership. The ideal candidate will be a visionary leader, strategic thinker, and collaborator who will enhance programs and services, engage volunteers, build financial strength and develop staff to make the Chamber a respected thought leader and an effective advocate for business.

About Danville and Pittsylvania County: Danville and Pittsylvania County [Population: 107,000] are located in south-central Virginia on the North Carolina border and 45 miles from Greensboro, NC. No other region in Virginia, and perhaps the United States, can tell as compelling a comeback story as Danville and Pittsylvania County. Thanks to strong leadership, bold decisions and critical public investment, it has become a go-to destination for business in Virginia. Known for its strong advanced manufacturing sector, the region has recently been selected as the location for some of the largest economic development projects in the state. On top of all that, a \$500 million Caesars Resort and Casino is under construction with opening planned for 2023.

But the booming business community is only part of what makes a convincing case for Danville and Pittsylvania County, Virginia. Voted one of the best small cities to move to, the region boasts outdoor recreation, hip historic downtown, and a winning combination of small-town charm, beautiful views and urban amenities. Costs of living are well below the national average. Diversity is part of Danville and Pittsylvania County's character. And the weather includes four temperate seasons: none too hot or too cold.

Essential Criteria:

Provides Leadership - Fosters the development of a common vision for the Chamber among board members, volunteers, staff, and the community. Provides clear direction and a sense of priorities. Is comfortable taking a stand on difficult issues. Not only displays energy and enthusiasm but can generate it in others. Guides the board and key committees in matters of policy formation and interpretation. Mobilizes individuals and groups to take action.

Shows Skill in Resource Development - Can develop effective resource development strategies and can guide the staff in executing such strategies. Possesses the personal skills to make fundraising appeals to individuals, groups, and businesses.

Builds Relationships - Establishes open, trusting, and candid working relationships with all stakeholders including members, staff, business leaders, and government officials. Treats all

individuals fairly and with respect. Builds consensus and deals constructively with conflicts. Presents a positive image to the community as head of the Chamber.

Creates Relevancy and Purpose - Stays informed on the political, business, and social issues that impact members and the economic vitality of the region. Guides the Board in determining opportunities for Chamber leadership or services. Develops, adjusts, or enhances programs and services that meet the current interests and needs of members.

Engages Volunteers - Knows how to select, cultivate, and recruit volunteers who are opinion leaders representing all constituencies in the business community. Is skilled at bringing together diverse people and mobilizing them to achieve Chamber objectives. Can skillfully handle the diverse roles of both leading and being led by volunteers.

Communicates Effectively - Speaks clearly and expresses self well in groups and one-on-one. Delivers clear, convincing, and well-organized presentations. Is an excellent writer. Listens well. Encourages the expression of ideas and opinions.

Possesses Mature Self-Confidence - Maintains high standards of personal integrity. Keeps a positive outlook. Responds constructively to stress. Realistically appraises own strengths and weaknesses. Seeks feedback and is flexible in making appropriate changes in behavior.

Manages Staff Effectively - Attracts high caliber people. Creates an effective organizational structure. Fosters teamwork in support of organizational goals and focuses on results. Provides feedback and coaching and makes training and development opportunities available to staff. Creates a climate that fosters a commitment to the goals of the Chamber.

Possesses Financial and Resource Management Acumen - Manages financial resources wisely. Understands the development of operating budgets as well as the need to collect and account for all funds and property of the organization. Understands the environment of a nonprofit membership organization that demands the need to accomplish more with fewer resources.

Specific Responsibilities:

Management

- Serves as the Chamber's chief administrative, operational, and executive officer.
- Work with the Board of Directors to develop and implement a well-defined, measurable annual program of work for the Chamber.
- Develop and supervise implementation of the annual budget; manage fiscal matters, focus on growing revenue through programs, membership, sponsorships, and other sources.
- Delivers progress reports at each meeting on execution of the plan of work and financial status to the Executive Committee and Board of Directors.

Membership

- Maintain, create, and enhance, in collaboration with the staff, relevant and fiscally responsible member services and programs in networking, advocacy, workforce development, entrepreneurship, and education.
- Direct membership recruitment efforts to grow and serve the membership.
- Supervise a strong communications program to members that communicates the benefits of chamber membership.

Advocacy

- Serve as official spokesperson for the Chamber with elected and appointed government officials, media, trade and professional organizations, and other constituencies. Represent the Chamber at local, regional, and state events that intersect with the Chamber's mission.
- Cultivate relationships with policy makers and business leaders at local, regional, and state levels and position the Chamber as a thought leader on issues of the region's economic vitality.
- Works with the Board of Directors and chambers in Western and Southside Virginia to develop an annual state-level legislative agenda supporting business issues and lobbies elected officials as necessary.

Staff and Volunteer Development

- Recruit, orient, and train staff. Serve as a mentor by coaching and encouraging professional development.
- Evaluate staff performance and lead creation of individual work plans and improvement plans when necessary.
- Identify, recruit, and develop volunteer leadership to ensure the continuity and success of the organization.

Education and Experience:

- Bachelor's degree required. Completion of the US Chamber Institute program or similar organizational development training preferred.
- Previous professional experience with a Chamber of Commerce, economic development organization, or civic organization preferred.

Compensation:

Salary and benefits will be competitive and commensurate with experience and qualifications.

Selection Process:

For consideration, please submit letter of interest and resume to DPCCSearch@gmail.com by January 7, 2022. Candidates will be evaluated by the search committee and the most qualified individuals will be invited to participate in the next phase of the selection process.

References and Background Information:

It is the Chamber's policy to complete an extensive background and reference check of candidates. Once strong mutual interest has been established, candidates are asked to provide a list of references that should include, but not be limited to a supervisor, a peer, and a subordinate. Candidates will be asked to sign an Authorization to Release Information for the purpose of the background investigation, which may include verification of education, credit check, and criminal and driving records. Any offer extended prior to the completion of these checks will be made contingent on the successful completion of the reference and background checks.

Learn more about the Danville Pittsylvania County Chamber of Commerce at www.dpchamber.org.