



**WHITE BEAR AREA
CHAMBER OF COMMERCE**

POSITION PROFILE

for

Executive Director

May 2009

ORGANIZATIONAL BACKGROUND

The White Bear Area Chamber of Commerce is a non-profit business organization serving as an advocate for the White Bear Area and its business community. The White Bear Area Chamber of Commerce is proud to serve the Cities of Birchwood, Dellwood, Gem Lake, Hugo, Mahtomedi, North Maplewood, North Oaks, North Saint Paul, Vadnais Heights, White Bear Lake, White Bear Township and Willernie.

Together with our members, we provide several networking opportunities and a variety of programs that result in a better community for all. With the support of our members and their employees, we will continue to do what we do best -- **be an advocate for business.**

The White Bear Area Chamber of Commerce speaks to the needs of our Members by providing quality networking opportunities, exciting events, value driven business seminars, community services and referrals for our Member Businesses. We are proud to provide Access, Advocacy, and Action when it comes to Government Affairs and Issues facing our Member Businesses. We continue to inform and educate both our Members and our Elected Officials on issues affecting our Business Environment.

The Chamber's **mission** is to promote and support Chamber members, resulting in the prosperity and enrichment of our community.

The White Bear Area Chamber of Commerce is currently seeking a qualified candidate to fill the position of Executive Director. The Chamber currently serves twelve communities and with over 300 members and their employees, it is the largest business organization in the northeast suburbs of the Twin Cities.

REPORTING RELATIONSHIP

The Executive Director reports directly to the Board of Directors of the White Bear Area Chamber of Commerce. The position is responsible for planning, fiscal management, member relations, community relations, human resources, operations, marketing and government affairs. The Executive Director also serves as the organization's official spokesperson.

PRIMARY RESPONSIBILITIES

- Directs and coordinates activities of the White Bear Area Chamber in accordance with established policies to further achievement of goals, objectives and standards.
- Acts as official spokesperson for the organization, including but not limited to issue of public statements and personal appearances on behalf of the Chamber.
- Interprets Board policies to volunteers, membership and general public.

- Establishes appropriate organizational structures, defines the general purpose of such groups and assigns duties accordingly.
- Creates working conditions that will be conducive to maximum performance and morale.
- Represents the White Bear Area Chamber in meetings of local, state, and national organizations, including but not limited to chambers and associations within the industry.
- Directs annual and long-range planning for the organization and provide leadership in making decisions, which shapes its objectives.
- Prepares, or causes to be prepared, the annual budget of the Chamber and oversees financial operations.
- Ensures growth in membership through leadership and sales.
- Secures additional dollars for operations and/or special initiatives through fundraising efforts.
- Responsible for employment, conduct, appraisal and discharge of any employees, as applicable.
- While the Executive Director is charged with the overall responsibility for the entire organization, the delegation of specific responsibilities and functions may be made to other groups, volunteers, or employees as deemed necessary to accomplish the smooth, effective and efficient administration of the organization.
- Keeps, or causes to be kept, the official records of the White Bear Area Chamber, and any and all such records that are legally required of a non-profit organization doing business in this city, state, or nation.

DESIRABLE QUALIFICATIONS AND QUALITIES

- Business related college degree preferred or equivalent business experience as related to public relations, communications, fundraising and working with a non-profit Board of Directors.
- An association background with coordination of volunteers and/or chamber management experience are strongly preferred, as is experience in writing, group communications and computer technology.
- Ability to work effectively with all levels of the Chamber's staff and volunteer leadership.
- Ability to understand and manage financial affairs for the organization.
- Has a strong working knowledge of the White Bear Lake area business community.

- Ability to fundraise monies for special initiatives and programs.
- Ability to represent the organization in a professional and enthusiastic manner, consistent with its mission and vision.
- Ability to manage multiple projects, initiatives and objectives simultaneously.

SIGNIFICANT ACCOUNTABILITY AND MEASUREMENTS

- Continued growth in the number of members on an annual basis through new member development and retention of existing members.
- Growth in general operations through new or enhanced revenue streams. Continued long-term financial stability of the organization.
- Active involvement and leadership in policy development and advocacy on local, county, and state levels.
- Enhance the Chamber's brand and its public image attributes, including effectiveness and growth.
- Retain image and influence of the Chamber throughout the White Bear Lake Community and the Twin Cities marketplace.
- Ensure high quality staffing, management and governance of the organization.
- Enhance educational services and programming offered to members.
- Provide leadership in building cross-sector partnerships among businesses, government, and community organizations.
- Development of innovative programming that maximizes member return on investment.
- Implementation of the organization's annual business plan.

EMPLOYEE BENEFITS SUMMARY

- Compensation – Compensation is commensurate with experience. To remain competitive, the White Bear Area Chamber of Commerce establishes a salary guarantee that is at or above market levels for its Executive Director when comparing other like organizations, i.e. local chambers located in Minnesota and the Upper Midwest.

- Bonus/Incentives – The Executive Director has the opportunity to earn additional at-risk compensation based on measurable goals related to successful financial performance.
- Health Care Insurance – The White Bear Area Chamber has available health insurance for the Executive Director. Medical insurance will be provided by a well-respected provider. Specific individual coverage and rates are pending. Family coverage if needed is available at the cost of the employee.
- Paid Holidays – Traditional holidays may be recognized and include New Year’s day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving and Christmas Day.
- Personal Leave – In lieu of a vacation, bereavement, sick leave, and emergency leave policy, the Chamber provides personal time off to individuals based on years of employment. The leave ranges based on tenure and professional experience. Employees with remaining PTO balances at the end of the calendar year can carry forward up to six days.
- Retirement – Annual contributions will be considered each year to a SEP or other retirement program.
- Cell Phone Allowance – A cell phone or PDA will be reimbursed at 90% of total cost.
- Education/Professional Development – The White Bear Area Chamber attempts to provide training to each individual employee on an annual basis. Training may include organizational development conferences or specialized training opportunities. Pre-authorization by the Board of Directors is required.
- On the job direct expenses such as meals, travel, etc. will be reimbursed. Mileage will be reimbursed at standard IRS rates.

COMMUNITY AND REGION

The White Bear Area Community is located approximately 20 minutes from the Minneapolis/St. Paul International Airport. The Chamber serves a region with a population of nearly 125,000 residents. The White Bear region is known for being a great place to live, work, play and do business.

The Twin Cities also boasts one of the most competitive environments for business in the world. According to the new 2006 Development Report Card for the States, released by the Corporation for Enterprise Development, Minnesota and Massachusetts have the best economic climates in the U.S. The states were the only two to earn straight “A’s” for the vitality of their businesses, performance of their economies for workers and their positioning for future economic growth.

Minnesota is a global leader in many industries — including medical devices, technology, manufacturing, insurance, healthcare and service industries. Minnesota’s abundance of capital, the

local work ethic and great quality of life are often cited as reasons why it is a great place to start or grow a business. In 2003 Minnesota was ranked “Top Spot for Business” by *Entrepreneur* magazine.

The economic outlook for the Twin Cities is very strong, largely due to the remarkable diversity and balance of its business base and the high quality and productivity of its workforce. Significant increases in employment (25 percent) are forecast for service industries — particularly in the areas of computer and data processing, health care, engineering and social services.

Higher education is a leading industry in Saint Paul, a neighboring city, which boasts more institutions of higher education than any other community in the nation, except Boston. These institutions range from the University of Minnesota, Metropolitan State University to nationally recognized liberal arts institutions such as the University of St. Thomas.

Across the area, the breadth, depth and diversity of the White Bear area/East Metro area economy makes for a dynamic business community, attracting businesses and workers who strive to do their best work and contribute to the area’s success and prosperity.

REFERENCES AND BACKGROUND INFORMATION

It is the White Bear Area 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, peer and a subordinate when applicable. The White Bear Area Chamber shall respect the issue of confidentiality and will conduct the reference checks accordingly. Candidates will be asked to sign an Authorization to Release Information for the purpose of background investigation, which may include verification of education, credit check, criminal and driving records.

Should an offer be extended prior to the completion of this process, the offer will be made contingent on the successful completion of the reference and background checks. The White Bear Area Chamber will keep candidates informed on the status of these inquiries.

CONFIDENTIALITY/EQUALITY STATEMENT

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their background and interest will not be discussed with anyone without their prior consent, nor will reference contacts be made until mutual interest has been established. The White Bear Area Chamber of Commerce firmly represents the principles and philosophy of equal opportunity for all individuals, regardless of race, gender, sexual orientation, age, creed, disability or national origin.

Submit confidential cover letter, resume, salary history and requirements to:

Mr. Larry Dowell
Dowell Stute and Associates
c/o Executive Director Search Committee
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Deadline: June 10, 2009