

JOB POSTING: Strategic Initiatives & Special Projects Manager

Job Title:	Strategic Initiatives & Special Projects Manager	Reports to:	President & Chief Executive Officer
Direct Reports	None	Date:	August 2017
Status:	Regular, Full-time; Exempt		

Our Vision:

We are the unifying business force dedicated to community vitality and economic prosperity for the Greater Spokane Valley.

Our Story:

The Greater Spokane Valley Chamber of Commerce is a member-driven and professionally staffed nonprofit association of business people committed to improving the economic climate and the quality of life in the Spokane Valley and surrounding region. The Greater Spokane Valley Chamber of Commerce was organized on May 25, 1921 in Greenacres by a group of business leaders who saw the need for an organization to represent business interests and to coordinate community events in the Spokane Valley. The Chamber incorporated as an IRC 501(c)(6) business league. It serves businesses and organizations as members in the cities of Spokane Valley, Millwood and Liberty Lake and communities in eastern Spokane County. Membership is not limited to the geographic area of the Spokane Valley and is recommended for any business or organization that desires a business presence in the Spokane Valley. Membership is open to any business, nonprofit organization or retired individual. Over nearly the last century, it continues to be the great honor of the staff of the chamber to serve the Chamber Members whose hard working efforts have been the foundation of our community's success.

The BIG 5 for the Greater Spokane Valley:

In July of 2015, we invited business professionals, citizens and elected officials in the Greater Spokane Valley to engage in a virtual three-step conversation about the future of our region.

With 1,081 'Thoughts' shared and 18,071 'Stars' assigned to indicate top priorities, the process unearthed five initiatives to inspire economic prosperity and community vitality for the Greater Spokane Valley region—the BIG 5.

We encourage you to explore these results, shared by citizens, business owners, workers, and leaders in our community. We draw a team of talent at the Chamber of Commerce to further serve the members of the community who get involved with the Chamber to help further these initiatives for the greater good of our community. Discover the BIG 5 for the Greater Spokane Valley by visiting our website at www.SpokaneValleyChamber.org.

Position Summary:

The Strategic Initiatives & Special Projects Manager serves the membership and community driving "The BIG 5" strategic initiatives and special projects to further the work of this strategic economic plan. The Strategic Initiatives & Special Projects Manager is responsible for maintaining and executing progress in the collaborative community agenda, "The BIG 5 for the Greater Spokane Valley," in addition to support efforts of the Chamber regarding legislation, regulation, and policy favorable to the region's business climate. This position is responsible for providing analysis, advocacy and staff support to Chamber departments and some Chamber committees. These functions as well as the duties and responsibilities listed below are essential to positively impact business development in the communities the Chamber serves.

Principal Accountabilities:

Membership Support:

- Connects, Serves and rallies leadership & volunteers to further “The BIG 5” strategic plan.
- Serves as an advocate for Chamber members and uses marketing and event experience to leverage those skills in advocacy for certain segments of our region, including but not limited to, manufacturing, small business, entrepreneurship, economic development, and business climate.
- Managing signature strategic events to further “The BIG 5” initiatives
- Leverage marketing and event coordination skills to successfully facilitate and grow strategic events including, but not limited to, Lemonade Day, Business Showcase (B2B Tradeshow), Manufacturing Matters Expo (B2B Tradeshow)
- Foster meaningful sponsorship relations and cultivation of new sponsors for special strategic events and programs

Marketing:

- Create and execute plan to excite, integrate, and bring maximum participation of members/future members in “The BIG 5” with measurable goal to retain 100 members in time, talent, and/or investment to further these initiatives.
- Work as liaison with the Communications Director to facilitate information for e-marketing and program related advertisements to facilitate and support the communication of the value-add of these initiatives and programs.
- Illustrate demonstrated growth of engagement through increased attendance based on annual percentage goals

Events:

- Executing events of excellence for all stakeholders (i.e. attendees, sponsors, vendors, partners, community, & staff)
- Manage the administration of special Chamber Tradeshows (Manufacturing Matters Expo, The Business Showcase), advocacy & candidate forums as well as sponsored or supported community events (Lemonade Day).

Responsibilities include:

- Financial budgeting knowledge to prepare and manage budgets for events
- Event registration, billing, and reconciliation of payments
- Attendance tracking and reporting
- Managing program agenda production and event materials
- Event marketing material production and preparation
- Managing sponsorship sales & relationships providing excellent return of investment
- Generate & process letters, email, memos & reports; perform analysis if required and present results
- Work closely and actively participate with assigned committees. Schedule meetings and coordinate logistics, prepare timely meeting notes and coordinate follow up
- Maintain working knowledge of administrative systems, equipment, procedures and processes used by the Chamber, make recommendations /changes for improvement
- Other duties as assigned

Duties and Responsibilities:

Investment/Team Work:

- Participates with the Chamber departments to recognize opportunities and threats to the organization. Works with the teams to develop strategic actions for the opportunities and threats as identified
- Actively helps guide initiatives to pursue funding, grants & additional investment for Chamber & related entities’ programs
- Assists in the development of Chamber programs such as economic development in the BIG 5 & investor development and retention

- Communicates outcomes to investors, the community and other identified stakeholders
- Responsible for leading the effort for the Chamber to become the Greater Spokane Valley's most effective and influential Legislative Advocate as well as supporting the goals and strategies for "BIG 5" development volunteer teams
- Works with Director of Communications or others as appropriate to translate "activities" to measureable "value"
- Tracks and advises relative to local government agendas, as well as state legislation, administrative rules and regulations to determine possible impact on the Greater Spokane Valley
- Directs the Chamber's standing committees for Government Action, Transportation and BIG 5 committees, including committee recruitment, facilitation, and recommendation and implementation of initiatives consistent with the mission, vision and values of the organization
- Coordinates the advocacy-related activities and legislative initiatives of the members of the Greater Spokane Valley Chamber, including providing updates, writing articles, attending meetings as appropriate, and otherwise serving the staff needs relative to legislative advocacy
- Occasional project management for business development
- This position includes travel within the region and also requires work during non-traditional hours including evenings for hearings, committees, etc

Position Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders. Ability to build strong relationships with key stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment. Ability to work on multiple projects, meet deadlines and organize and prioritize assignments.
- A team player that works well in an adapting environment.
- A successful track record in setting priorities; keen analytic, organization, and problem solving skills which support and enable sound decision making.
- Displays willingness to make independent and timely decisions, exhibits sound judgment, and accepts responsibility for results. Confident decision maker.
- Personal qualities of integrity, credibility, and dedication to the mission of Greater Spokane Valley Chamber of Commerce.

Ethics – treats all people with respect, keeps commitments, inspires the trust of others, works with integrity, upholds organizational values, and maintains the confidentiality of all client/co-worker/organizational business.

Professionalism – approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts responsibility for own actions, follows through on commitments, represents the company in all actions, dress and conduct in accordance with our Mission and Vision.

Organizational Support – follows policies and procedures; completes administrative tasks correctly and on time; supports company goals, mission and values.

Oral Communication – speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, demonstrates group presentation skills, participates in meetings.

Written Communication – writes clearly and informatively, edits work for spelling and grammar, varies writing style to meet needs, presents numerical data effectively, able to read and interpret written information.

Leadership – exhibits confidence in self and others, inspires and motivates others to perform well, effectively influences actions and opinions of others, inspires respect and trust, accepts feedback from others, provides vision and inspiration to peers and subordinates, gives appropriate recognition to others, displays passion and optimism, mobilizes others to fulfill the vision.

Judgment – displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process, makes timely decisions.

Diversity – shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

Team Work – balances team and individual responsibilities, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, puts success of team above own interests, able to build morale and group commitments to goals and objectives, supports everyone's efforts to succeed, recognizes accomplishments of other team members.

Interpersonal – focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Delegation – delegates work assignments, matches the responsibility to the person, gives authority to work independently, sets expectations and monitors delegated activities, and provides recognition for results.

Customer Service – manages difficult or emotional customer and vendor situations, responds promptly to customer and vendor needs, solicits feedback to improve service, responds to requests for service and assistance, and meets commitments.

Quality Management – looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.

Adaptability and Problem Solving – adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events. Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, works well in group problem solving situations, uses reason even when dealing with emotional topics.

Position Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: Bachelor's Degree in related field or an equivalent combination of education and experience may be considered. Two years of work experience in an organization involved with legislative activity preferred. Experience and familiarity with State and Local politics and legislation preferred.

Language Ability: To perform this job successfully, an individual must have the ability to read and interpret documents such as the employee manual, operation and instructions and other documents as necessary. An individual must also have the ability to write routine reports and general correspondence and must also have the ability to speak effectively before clients or employees of the organization.

Mathematical Ability: To perform this job successfully, an individual must have the ability to apply concepts of basic mathematics.

Reasoning Ability: To perform this job successfully, an individual must have the ability to solve practical problems and deal with a variety of variables in situations where only limited information and/or standardization exists. An individual must also have the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Certificates and Licenses: Valid driver's license.

Computer Skills: Technology savvy and proficient using Microsoft Office suite, membership databases, CRM software and internet. Experience in event management systems/databases preferred.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposed to typical office environment conditions and noise levels. Frequently required to travel to local events, meetings or training by car; may also occasionally travel out of the area for meetings or training opportunities by car or air. Regularly scheduled to work 40 hours per week; frequently required to work more than 40 hours per week to meet deadlines, finish assignments, or attend events and meetings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel or crouch.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Salary & Benefits:

- Salary: Base salary commensurate with experience
- Paid Time Off plus holidays after completing the introductory 90-day period.
- Professional Development
- Health & Dental Insurance: Provided to employee and available to dependents.

How to Apply:

Interested candidates should provide a cover letter expressing their interest in the position, as well as their relevant experience and unique characteristics, along with a detailed resume to: opportunities@spokanevalleychamber.org.