

JOB POSTING: Director of Strategic Initiatives

POSITION DESCRIPTION

Title of Position: Director of Strategic Initiatives

Reports To: President and CEO, Greater Spokane Valley Chamber of Commerce

Employment Status: Exempt

RELATIONSHIP:

The Chamber's Director of Strategic Initiatives shall serve as the primary staff for the Chamber's economic development and legislative advocacy activities and initiatives. He or she will report to the President and CEO of the Greater Spokane Valley Chamber of Commerce.

JOB DESCRIPTION:

The Director of Strategic Initiatives is responsible for maintaining and executing progress in the collaborative community agenda, "The BIG 5 for the Greater Spokane Valley," as well as cultivating relationships with state and local elected officials and their staffs, regulatory and administrative officials, and to support efforts of the Chamber regarding legislation, regulation, and policy favorable to the region's business climate. The Director of Strategic Initiatives 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.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Include but not limited to the following:

- 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 and additional investment for Chamber and 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 measurable "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.
- This is done to emphasize the merits or weaknesses of specific government actions, legislation, and ordinances and to create an advocacy plan with committee members and investors on their passage, defeat or amendment.
- Directs the Chamber's standing committees for Government Action, Transportation and The BIG 5, including committee recruitment, facilitation, as well as 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.
- Represents businesses on behalf of the Chamber at commission meetings, legislative hearings, etc.

KNOWLEDGE, ABILITY AND SKILLS:

The professional who serves as the Director of Strategic Initiatives and Public Policy must satisfy the criteria listed below. These skills are general in nature and therefore not inclusive of all attributes. It is important to recognize that to do this job satisfactorily, the Director of Strategic Initiatives must be willing to travel extensively within the region & work non-traditional hours (including evenings for hearings, etc).

Ideally, but not a requirement, the Director of Strategic Initiatives should:

- Have at least two years of work experience in an organization involved with legislative activity.
- Have a Baccalaureate Degree from a recognized college or university or relevant experience in lieu of such a degree.
- Demonstrate familiarity with State, and Local politics and legislation.

PERSONAL CHARACTERISTICS:

- Demonstrated leadership skills and competency;
- Ability to build strong relationships with key stakeholders;
- Confident decision maker;
- Tenacious follow-through and organizational skills;
- Excellent verbal, written, analytical, and interpersonal skills;
- Positive and team-oriented individual;
- Ability to work on multiple projects, meet deadlines, organize and prioritize assignments.

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.