

Marketing Profile

The River Heights Chamber of Commerce (RHCC) seeks a dynamic individual to lead the organization.

RHCC:

- Serves almost 200 member companies who employ approximately 6000 people in Inver Grove Heights, South St. Paul, and the surrounding cities.
- ‘Aggressively promotes the interests of the business community.’
- Provides member services, networking events in the community, partnerships and advocacy.

RHCC provides leadership for the following:

- 💡 economic development
- 💡 leadership, stewardship, and volunteerism
- 💡 information source about business-related issues
- 💡 member-relevant committees
- 💡 business education
- 💡 partnerships between business and education
- 💡 monitoring and assessing business-related legislative activity

RHCC hosts almost 50 events and meetings annually, including several Signature Events that draw high interest and attendance. [Learn More Here.](#)

Role of the President

The President reports to a prominent [Board of Directors](#) and oversees a team that may include staff, volunteers and third-party resources, and manages a budget of almost \$300,000.

The President works closely with the staff, Board, and the entire membership to create and execute programs that benefit Chamber members and the larger community. They drive success for the organization through strategic management of the following areas, which are critical to realizing the Chamber’s vision and goals (see illustration).



Compensation Package

The Board of Directors of the River Heights Chamber of Commerce are prepared to offer a competitive compensation and benefit package. The salary range is between \$65,000 - \$75,000 commensurate with experience. (See the job description on the next page.)

Contact Information for Nominations and Interested Candidates

Interested in applying? We look forward to seeing your cover letter and resume! Please send all information and any questions to: Info@RiverHeights.com.

River Heights Chamber of Commerce Job Description Overview

Position: President
Reports to: Board of Directors, Executive Committee
Supervises: All Staff, Third Party Service Providers, Committees

Primary Responsibilities:

Membership Services

Schedule, organize, promote, host all Chamber member activities utilizing staff, member committees, and outside resources. Oversee Membership Committee.

Recent activities include:

- Monthly Networking Activities (e.g. CoffeeNets, After Hours, Let's Do Lunch, Business Managers' Roundtable)
- Chamber Ambassadors Activities / Ribbon Cuttings
- Business Manager's Roundtable
- Website, Chamber Master, Constant Contact and Online Directory
- Weekly Update
- South Metro Living Guide

Membership Retention and Growth

- Meet objectives for the retention of existing membership as established in the Chamber's Annual Strategic Plan
- Meet objectives for new members as established in the Chamber's Annual Strategic Plan

Events / Fundraising

Schedule, organize, promote, and host Chamber Events and Fundraising Activities utilizing staff, member committees, and third-party resources to meet fundraising objectives established by the Board of Directors. Oversee Events Committee. Recent events include:

- Annual Meeting,
- Golf Event
- Awards Event
- Fundraising Event

Advocacy

Advocate for Chamber members at the city and county level. Oversee Advocacy Committee.

- Promote Local Issues Meetings for Inver Grove Heights and South St. Paul
- Legislative Priorities Dinner & Chamber Day at the State Capitol
- State of the City (IGH/SSP) and State of the County (Dakota)

Coalitions and Partnerships

- Participate in the Dakota County Chamber Coalition (DCCR).
- Create and nurture other partnerships to ensure the future success of the Chamber.

Executive, Administrative, and Finance

Provide executive leadership and oversee the administrative and financial functions of the Chamber.

- Collaborate with the Board Chair, the Executive Committee, and the Board of Directors in creating strategic plans annually to establish short- and long-term objectives for membership, finance, and other pertinent areas.
- Develop and implement strategies to meet objectives identified in the Annual Strategic Plan.
- Oversee and manage internal staff, third party contractors, and member volunteers.
- Provide financial and administrative reporting to appropriate committees and the Board of Directors.
- Provide administrative oversight to the Director of the Inver Grove Heights Convention and Visitors Bureau
- Comply with all legal regulations impacting the Chamber.

Other Items / Skills

- Utilization of existing Chamber resources and software
 - Chamber Master
 - Quickbooks
 - Microsoft Office
 - Constant Contact
 - Social Media
 - Canva
- Excellent communication skills
- Ability to deal with ambiguity, wide variety of personalities and fast paced, changing environment.
- Ability to lead and delegate to both staff and volunteers.
- Strong aptitude for building new relationships and nurturing existing relationships.
- Must be able to regularly travel locally for activities, meetings, training, and other events.

This Job Description Overview does not list all the duties of the job. Additional duties may be assigned at any time.