



## **INTRODUCTION**

Since 1981, the Westfield Chamber of Commerce (WCC) has served its members, the greater Westfield Community, and Hamilton County. The Chamber has been a thoughtful & impactful partner with the community at large and champions of progress. **We are seeking an exceptional individual to fill the role of President.**

## **ABOUT THE POSITION**

The Chamber is passionate about building a stronger Westfield. WCC is seeking a well-respected, inspirational, and visionary leader with a passion for advancing the organization's mission and priorities.

The President, under the direction of the board of directors (BOD) and its chairperson serves as the chief spokesperson to represent Westfield as the premier business organization with investors, businesses, government entities, and other key stakeholders. The President works with peer organizations to improve the community and drive business attraction, retention, and expansion, and advocates for policies that advance a favorable climate where businesses can grow and thrive.

This position leads all facets of oversight of the budget and staff. WCC affiliated organizations include the United States Chamber of Commerce, Indiana Chamber of Commerce, Indiana Chamber Executives Association, and the National Association of Chamber Executives.

A successful President is a dynamic and innovative leader who will build upon the existing strategic plan while bringing a strategic approach to envision the future of the business and economy for Westfield.

The President's everyday actions will exemplify the guiding principles of the Chamber. This position operates out of an office in downtown Westfield, keeps business front and center, leverages the unique value of both the public and private sectors in delivering success, and advances prosperity and relevance for the City of Westfield.

## **SCOPE OF WORK**

The role and responsibilities of the position will include but not be limited to the following:

**Strategic Direction.** Further develops a strategy to execute and support the strategic plan. Focuses the organization on the key priorities set by the BOD that are critical to advancing a diverse and inclusive business climate in Westfield.

**Board Relations.** Builds and maintains strong collaborative relationships with a highly engaged and influential Board of Directors. Inspires the business leader community for greater engagement in Westfield and civic life, bringing their insight and resources to bear on enhancing the health of the Westfield community. Serves as a servant leader, partnering with the Board to establish short- and long-range focus on strategies to accelerate the Chamber's initiatives.

**Advocacy.** Serves as an advocate and regional convener to advance the Chamber's (and the City of Westfield when asked) strategic public policy agenda before government, business, media, and other key external stakeholders. Also provides advocacy muscle for many of the county's most critical organizations and efforts. Collaborates effectively with elected officials and other regional leaders to influence outcomes with the goal of advancing priority economic development and workforce initiatives for the county.

**Organizational Leadership.** Fosters a culture of collaboration, innovation, and results through bold and visionary leadership. Provides oversight and leadership of highly respected, dedicated, and skilled professionals. Sets a clear

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vision for goals and expectations while encouraging an internal culture of partnership, creativity, innovation, member service, and entrepreneurial thinking.

**External Relations & Strategic Partnerships.** Serves as the dynamic spokesperson, servant leader, and primary advocate with elected officials, the media, business leaders, academia, and other key civic stakeholders. Develops strong relationships with industry leaders, and partnerships with other local civic community organizations, implementing equitable and sustainable approaches to growing the local economy and raising the quality of life for all citizens in the county. Identifies strategic partnership opportunities, both within Westfield and externally, that will aid in the City's ability to attract investment and business attraction and growth.

**Operations.** Provides fiscally responsible administration of the organization's resources and ensures long-term, sustainable financial health. Partners with the Board to ensure a highly functioning organization by defining a clear direction, operating targets through effective planning, a positive and professional culture of excellence, talented and motivated staff, a digital strategy, and effective process systems. Develops annual business plans that ensure fiscal integrity and prudence of financial and operating systems.

**Membership.** At the core of our organization is our membership. The President is ultimately responsible for the retention and growth of the WCC membership, including high-level partners and sponsors for events throughout the year.

**Management.** The successful President will manage and lead a dynamic team to carry out the strategic vision of the BOD and needs of the membership. This will include, but is not limited to regular coaching and mentoring, employee reviews, overseeing delegated tasks, and staffing needs.

### **QUALIFICATIONS**

The Chamber seeks a well-respected, inspirational leader with a passion for advancing the organization's mission and priorities. The President will be a dynamic and innovative individual who builds on the Chamber's strong legacy while bringing a strategic approach to envision the future of business and the economy for Westfield. The President will have demonstrated experience implementing a visionary strategic plan in conjunction with a diverse influential, executive-level Board of Directors. The ideal candidate will have a minimum of 3-5 years of executive-level leadership experience with a local, regional, or national organization of similar scale and complexity, with demonstrated working knowledge of business, public policy, and economic development.

#### Education:

- Bachelor's degree from a four-year college or university is preferred.

#### Experience and Skills:

- A genuine passion for positioning Westfield as a top location nationally to conduct business and positively influencing the future economic vibrancy of the county.
- Proven experience in executive leadership roles, preferably in a similar non-profit or business organization.
- Demonstrated experience working effectively with a diverse Board of Directors to advance an organization's priorities and achieve impactful outcomes.
- Demonstrated record of successfully leading, advocating, and advancing complex, multidisciplinary business, and public policy issues. Ability to operate in a bipartisan environment.
- Exceptional gravitas, confidence, and stellar communications skills to serve as the principal external spokesperson for the Chamber. The President will be a passionate public advocate for the mission and vision of the Chamber, with an ability to build collaborative partnerships and open doors with other organizations.
- A track record for leading through complex challenges with multiple diverse stakeholders. Effective at leading change while engaging diverse viewpoints.
- Excellent interpersonal and relationship-building skills. Ability to build trust and relate well with a variety of internal and external stakeholders. Demonstrated political savvy, with the ability to drive influence and build consensus among diverse stakeholders.

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- A servant leadership style that fosters a collaborative, results-oriented work environment that empowers staff members to accomplish organizational objectives. Ability to attract, engage, develop, and retain top-caliber talent.
- Operates with the highest level of integrity, intellectual agility, creativity, and vision. Nimble leadership with an openness to new ideas. High energy and a positive attitude toward achieving significant challenges.
- Excellent public speaking and presentation abilities. Clear articulation, confidence, and the ability to engage and captivate the audience, whether in-person or via video.
- Track record of building and maintaining strong relationships with diverse stakeholders, including business leaders, elected officials, community organizations, and media outlets.
- Experience in advocacy and government relations, with the ability to influence policy decisions.
- Working knowledge of and ability to use technology effectively.
- The ability to represent the Chamber in a professional manner.

### **SKILLS/ABILITIES**

- Attention to detail and a capacity to set priorities and meet deadlines.
- Proficiency with Microsoft Office and Adobe.
- Analytical skills with an ability to uncover actionable insights from quantitative analysis and/or qualitative feedback.
- Exceptional communication skills, both verbal and written.
- Proficient organizational and time-management skills; ability to react to shifting priorities and manage multiple projects at once.
- Proper public contact.
- Principles and practices of records maintenance.
- English usage, spelling, grammar, and punctuation.
- Letter writing and basic report preparation.
- Valid Driver's License.
- Clear Background Check.

### **BENEFITS & PERKS**

- Flexible hours
- Great work environment
- Generous paid time off, including a paid week off between Christmas and New Year's
- Health Insurance
- 401K plan with a 3% contribution, 100% vested day 1
- Training and mentorship opportunities

### **SCHEDULE**

- Day shift
- On call
- Overtime
- Evenings and weekends as needed

### **SUPPLEMENTAL PAY TYPES**

- Bonus opportunity

### **ABILITY TO COMMUTE/RELOCATE**

- Westfield, Indiana
- In-person position

**To Apply:** Please email a cover letter, resume, and 3 references to [IndyRupp2@gmail.com](mailto:IndyRupp2@gmail.com) by 5pm EST on Wednesday, October 18, 2023