



## **EXECUTIVE DIRECTOR, ORLANDO INC., ORLANDO REGIONAL CHAMBER OF COMMERCE**

### **SUMMARY OF POSITION**

The Executive Director of the Orlando Regional Chamber of Commerce; affiliated with the Orlando Economic Partnership (the Partnership) is charged with leading the Chamber to serve the growing needs of businesses and entrepreneurs throughout the Central Florida Region. The Executive Director should possess the following qualities, which align with our organizational values: visionary, inclusive, disciplined and collaborative.

### **About the Orlando Economic Partnership**

The Orlando Economic Partnership (the Partnership) works to provide the Orlando region with quality jobs, economic growth, broad-based prosperity and a sustainable quality of life. It is a not-for-profit, public/private partnership representing Central Florida's seven counties – Brevard, Lake, Orange, Osceola, Polk, Seminole and Volusia – as well as the City of Orlando.

The mission of the Partnership includes creating high-wage, high-value jobs, expanding Central Florida's global reach and competitiveness, supporting and enhancing educational/skills preparedness in the talent pipeline, strengthening advocacy for improved infrastructure and community resources, and creating an enviable quality of life that is broad-based and sustainable.

### **About the Chamber**

Orlando, Inc. (Orlando Regional Chamber of Commerce) is a business unit of the Orlando Economic Partnership and is specifically focused on strengthening businesses. Orlando, Inc. is a "Five-Star Chamber" – the highest level of achievement awarded by the U.S. Chamber of Commerce.

This is a management-level, full-time position which reports directly to the Chief Executive Officer of the Orlando Economic Partnership and includes, but is not limited to, the following responsibilities:

- Management of the Chamber's budget
- In partnership with the OEP, serves as the leading representative and advocate for business owners and employers in the community.
- Provides leadership and operational oversight of the Chamber team and actively manages the execution of their duties, workload and priorities.
- Oversees the coordination and administration of Board of Directors and related activities and events.
- Develop and provide programming and educational content to strengthen businesses.

- Provides value-added content and communications to Chamber members in coordination with the Orlando Economic Partnership marketing team.
- Develops and implements programs and events for the organization's members and the local business community.
- Actively engages in resource development of the Chamber through membership sales, sponsorships and other sources of non-dues revenue.
- Develops strategies for increasing membership retention and actively engaging members in the organization.
- Works in coordination with other levels of management to develop and achieve budgetary goals consistent with both Chamber and Partnership strategic goals.
- Develops relationships with key stakeholders internally and externally throughout the service area and acts as the liaison between local organizations, partners and relevant organizations who help advocate for the business community.
- Keeps abreast of local and industry trends, issues, competition, opportunities and risks. Provides timely feedback to appropriate staff and recommends changes in strategy, as needed.
- Handles sensitive and confidential information.

#### **QUALIFICATIONS AND CORE COMPETENCIES:**

- Bachelor's degree in Business, Public Administration, Communications, or related field; Graduate degree preferred
- 5 - 10 years of professional experience leading a chamber of commerce, membership organization or pro-business organization.
- High integrity and ability to deal in a confidential environment with top business/civic leaders
- Interpersonal savvy, comfortable across all business hierarchies
- Unquestionable personal code of ethics, integrity and trust
- Proven ability to manage many priorities
- High attention to detail
- Exceptional communication, facilitation, and presentation skills
- Ability to work strategically and collaboratively across departments
- Ability to motivate, lead, and inspire
- Thorough knowledge of MS Office – Outlook, PowerPoint, Word, Excel;
- Outstanding communication, interpersonal and interviewing skills

#### **DESIRED SKILLS**

- Certified Chamber Executive (CCE)
- Certified Association Executive (CAE)
- U.S. Chamber Institute for Organization Management (IOM)