

Job Description

POSITION TITLE:

Vice President

SCOPE:

Interact with key business community and government leaders and other Chamber executives in the development, implementation, and management of programs related to technology business development.

POSITION CLASS:

Full-time, non-exempt FLSA classification

DIVISION/DEPARTMENT:

Technology Business Development

REPORTS TO:

President

INTERNAL CONTACTS:

Chamber Executive Officers
Chamber Team Members in All Divisions
Chamber Board Members

EXTERNAL CONTACTS:

Presidents, CEO's, Vice-Presidents, varied companies
City, County Officials
State Officials
State Level Coalitions & Alliances
Other Chambers of Commerce

POSITION OBJECTIVES:

Through proactive management of the department's program of work, ensure that appropriate attention and resources are available to promote regional prosperity through public policy, economic development, and member service within the area of business technology.

POSITION RESPONSIBILITIES:

- 1) Responsible for managing the department, overseeing its programs, developing programs and monitoring all regional technology resources, leading to regional growth in all areas of the technology sector. Educate business on the value and benefits which result from technology business growth.
- 2) Works with and motivates business and community leaders to accomplish program objectives.
- 3) Through direct involvement in daily program activities, manages staff to ensure optimum program success and efficiency.
- 4) Interacts and works with other Chamber management for the purpose of organizational synergy and accomplishment of organization wide goals and objectives.
- 5) Interacts with the Chamber's president and CFO to develop annual operating budget to support department programs and objectives. Manages the department's financial resources in compliance with approved budget and organizational policies and procedures.
- 6) Generates revenue by identifying prospective technology corporate members, assisting in retention of members and by obtaining investor support and sponsorships of technology programs.

EDUCATION:

Four year college degree with advanced education and training preferred.

EXPERIENCE:

Preference is for seven to ten years of organization management experience as well as private sector business experience. Background in the technology industry is required. Chamber, association or private sector business experience would be a plus. Previous experience in the successful solicitation of funding for programs by corporations, foundation grants or pro bone services is also a plus.

SKILLS:

Computer literacy and a strong command of the English language for purposes of effective oral and written communications.

Updated 05/13/09

This position offers an excellent benefits package inclusive of medical and dental coverage, retirement pension plan, paid vacation and sick time, and paid holidays, in addition to other benefits. To learn more about the Dallas Regional Chamber, visit <http://www.dallaschamber.org> . EOE

No agency or third party candidates will be considered for this position. No phone calls please. To apply for this position, please submit a cover letter and resume, including your salary history, in a Word or PDF format to recruit@dallaschamber.org

Or mail hard copies to:

HR Department

c/o Dallas Regional Chamber

700 North Pearl St., Suite 1200

Dallas, TX 75201