

Executive Search Executive Director – Gilroy Chamber of Commerce



Community Profile: Gilroy, California is a vibrant and diverse city located in Santa Clara County and is the southernmost city in the San Francisco Bay area and is the northern gateway to the Central Coast.

Gilroy's roots are based in agriculture and hails as the "Garlic Capital of the World" producing garlic, prunes, tomatoes, flowers, and onions and the like. Gilroy has all the charm of a small town complete with an eclectic mix of shops, a wide range of dining options, antique stores and thriving arts scene blending old with new set-in wide-open space perfect for recreation of all kinds.

Gilroy is also home to Gilroy Premium Outlets - truly is a shoppers' paradise, with over 145 outlet stores. Gilroy Gardens is a truly magical wonderland with forty fun rides and attractions nestled among majestic gardens and over 10,000 trees.

From farmers' markets, golf courses, and hiking and biking trails to wineries and craft breweries, Gilroy offers something for everyone.

Population: Nearly 63,000 – U.S. 2020 Census: 60% Hispanic, 30% Caucasian, 9% Asian, and 1% African American.

Key Business & Industries: Agriculture & Food Processing, Hospitality, Retail, Recreation, Light Industrial and Technology.

City Government: Charter city with a seven-member City Council elected to four-year terms including an elected mayor serving four-year terms. Annual operating budget of \$57.5 million.

Housing: Median home price is approximately \$1.27 million.

Education: Gilroy Unified School District is home to fifteen public schools and four private schools. Gilroy is also home to Gavilan Community College.

About the Gilroy Chamber of Commerce: The Gilroy Chamber of Commerce is credited with creating cutting-edge initiatives that help the community of Gilroy thrive. We have been the go-to organization for the initial structure and support of key agencies including Visit Gilroy; Gilroy Economic Development Corporation; Gilroy Downtown Business Association; and Gilroy Leadership Education Foundation.

Focusing on building strong alliances to keep Gilroy one step ahead is paramount. Business is the key driver to building community, and the Gilroy Chamber of Commerce is dedicated to ensuring Gilroy's economic vitality encouraging, supporting, and promoting policies that create a business-friendly environment.

Mission: Make Gilroy the best place to live, work, and play by connecting people, businesses, and customers; working to make Gilroy a world-class recreation destination; helping businesses achieve economic success through technology; problem-solving; and representing the business community's interests at all levels of government.

Annual Budget: \$350,000

Staff: Three full-time and one part-time (includes Executive Director)

More information at: <https://gilroy.org/>

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Position Overview:

The Executive Director is the single leader of the organization primarily responsible for the budget, finance, and overall operations of the business. Working under the policy direction of the Gilroy Chamber of Commerce Board of Directors, the Executive Director will execute and coordinate the management administrative policies and directives of the Board.

The role is responsible for effective management and oversight of budget and financials, coordination of program work, organizational and personnel management – including trainings and supervision of staff, maintenance and growth of membership, motivation of volunteers, interpretation of policy and long-range planning.

Key Responsibilities:

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Chamber goals.
- Interpret policies, procedures, and work cooperatively with community groups and other agencies to meet the Chamber needs.
- Plan, organize, coordinate, and direct the work of staff to achieve efficiency of Chamber operations and to meet Chamber goals.
- Communicate effectively in writing to prepare written reports and communications.
- Communicate and negotiate effectively in public meetings to present findings, recommendations, and policies.
- Maintain effective relationships with the Chamber Board of Directors as well as with Chamber employees, officials of other agencies, Chamber members and members of the public.

Core Competencies:

- Administration
- Budget & Fiscal Planning & Management
- Human Resources Management
- Government/Legislative Process Management
- Relationship & Interpersonal Development
- Organizational Management (specific to non-profit)
- Sales & Marketing
- Strategic Planning

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Qualifications:

Individual should have proven track record with skills and experience in the following areas:

- Demonstrated knowledge of Chamber of Commerce and or membership business structure
- Thorough understanding of non-profits, public agencies, and business management
- Prior budget and operational oversight experience
- Political savvy with community leaders and stakeholders
- Diplomatic and collaborative approach to consensus building
- Exceptional public speaking and presentation skills
- Key decision-making and critical thinking skills
- Commitment to professionalism
- Proficiency in computers systems and programs i.e., Microsoft Office

Specific Duties, Roles, and Responsibilities:

- Attends meetings of the Board of Directors and advises and makes recommendations on matters concerning the efficient administration of the functions of the Gilroy Chamber of Commerce.
- Acts as an agent for the Board of Directors on seeing that administrative policies and procedures are conducted.
- Works collaboratively with the Budget and Finance Committee, is responsible for developing the Chamber budget and program goals and expenditures within the framework of the budget.
- Prepares monthly financial statements of income and expenses and ensure that the financial records of the Chamber are independently reviewed annually.
- Responsible for the employment of all staff personnel, the assignment of their duties, the supervision and evaluation of their work, and the establishment within the framework of the approved budget, the terms of their employment.
- Develops and conducts continuing on-the-job- training programs and will ensure participation in professional conferences, seminars, and institutes as are needed to develop and maintain operations at peak efficiency.
- Through the proper committee, responsible for the identification of Chamber and community needs and for the preparation of a program of work designed for change as needed, oversight of staff performance in meetings goals and objectives of programs, and a system of measuring progress.

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- Pays constant attention to the internal structure of the Chamber to ensure that the organization is effectively geared to function with maximum efficiency in the anticipation, identification, and solution of Chamber/community problems.
- Recommends to the Board changes in structure and procedures as needed.
- Oversees the editorial content of the *Gilroy Business Focus* so that it is an accurate representation of the organization to the public and members of the organization.
- Supports the Membership staff and in collaboration with the Membership Committee, is responsible for maintaining the membership at a level that will ensure necessary income for the operation of the program.
- Manages suggestions, proposals, and requests from the members and translates them into action consistent with the fundamental objectives and policies of the Chamber.
- Ensures that Chamber policy, as established by the Board, is properly recorded in minutes and indexes in the Policy Manual.
- Assists the Board, committees, members, and the staff in interpretation of policy in relation to any given question or program.
- Assists the Chair of the Board of Directors in preparation of statements of Chamber position on public issues.
- Responsible for maintaining continuity and consistency in programming. Based on proper research of community needs, anticipate emerging and long-range problems, and recommend Chamber and community programs to meet such problems.
- Manages, motivates, and inspires volunteers to creative and productive action.
- Responsible to provide an efficient office operation and present an attractive “front door” that serves the needs of the Chamber members and community programs.
- Develops strong relationship within the community and is frequently called upon to relate Chamber activities to the activities of all other groups in improvement of the commercial, industrial, and civic life of the community.
- Represents the Chamber in meetings of local, state, and national organizations. Strive to develop a better public understanding of the purpose and functions of the organization.

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The following are examples of community leaders the individual will develop working relationships with to advance mission of the Chamber:

Elected Officials - at all levels including city, county, state, and federal; Visit Gilroy Executive Director; City Administrator; City's Economic Development Manager; Police and Fire Chiefs; GUSD Superintendent; Gavilan College President; Gilroy Downtown Business Association

- Serves as staff liaison to Chamber committees including Finance, Government Relations, Spice of Life Awards, Annual Dinner, Board Nominating, Strategic Planning, and provides key management support to the major fundraisers such as, but not limited to, the Garlic City Car Show and the Spice of Life Awards Ceremony.
- Serves on Board appointments including the Gilroy Economic Development Corporation and Visit Gilroy.
- Responsible for and oversees all public relations materials and is the key spokesperson for newspaper and other forms of media.
- Develops the Gilroy Chamber of Commerce as a premier business organization. Areas of involvement will include, but not be limited to, technological upgrades, communication tools, staff development programs, Board development programs and new program development.
- Collaborates with organizations and agencies in the city and region.

Education and Experience:

Bachelor's degree in business administration, public administration, or related field. (not required)

Five + years of progressively responsible experience in an executive or administrative position or comparable Executive Director level equivalent. At least two years of the required experience desired to have been in a position which involved responsibility for reporting to or working with a legislative body or policy-making Board. Supervisory experience managing at least one staff member. Knowledge of the Gilroy local and/or regional area is a plus. Ideal/desired candidate resides in the Gilroy or surrounding regional area.

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Requirements:

Ability to work flexible hours including occasional nights/weekends and travel out of area to represent the organization at various industry meetings. Must have reliable transportation with adequate insurance. Must be able to lift 25 lbs.

Compensation:

Annual salary: \$85,000 - \$95,000 DOE
Medical benefits including medical, dental and vision and Simple IRA pension plan
Three weeks paid vacation
Relocation stipend

Alignment Advising has been retained to conduct this search.

All interested individuals can apply for this opportunity by sending your resume and cover letter to Alignment Advising contact listed below.



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Alignment Advising is a business consulting and professional development practice supporting organizations and in achieving their goals and vision with greater ease.
<https://www.alignmentadvising.com>