



**Job Announcement – Vice President, De Soto Chamber of Commerce  
De Soto, KS**

**Summary of Position**

The Vice President of the De Soto Chamber of Commerce will serve as the number two staff person for the organization. Duties will include being responsible for the day-to-day operation of the De Soto Chamber of Commerce and the implementation of the organization's strategic goals and objectives. The position will require both external and internal functions as directed by the President. There are currently 150 business members of the chamber and a budget of just over \$200,000. The five year goal is to grow the chamber to 225 members and the budget to \$300,000.

**Responsibilities**

This position contributes to the success of the De Soto Chamber of Commerce by:

- Implementing the Strategic Plan for the Chamber.
- Staff the Chamber of Commerce side of the organization, which includes serving the Chamber Board with agendas, minutes, arrangements and engagement.
- Sells memberships, retain existing members, provide services and programs to the membership to ensure the member's return on investment.
- Coordinate and manage chamber events, which includes the annual Cookin' on the Kaw BBQ, two golf tournaments, QuarterMania event and the Chamber Membership Annual Dinner.
- Write and release the e-newsletter and other social media communications, engaging members and collecting announcements to share with members.
- Maintain the Chamber Membership online database and updating the community calendar via WordPress and MembershipWorks.
- Staff any committees or task forces used for the progress of the chamber.
- Develop partnerships and alliances with other entities that leverage the chamber's resources for the benefit of its members. These include, the city, county, schools, other chambers and other organizations.

- As the organization grows, develop a plan to build and grow a professional staff to run the organization.
- Conduct chamber programs that benefit the members.
- Represent the Chamber at various community events and activities.
- Explore and develop additional non-dues income sources for the Chamber.

### **Education & Experience**

Bachelor's degree to complement business or communications.

At least three years of experience working for a non-profit, membership dues-based organization.

Experiencing working with volunteers, organization stakeholders, a board of directors, members.

Knowledge or experience in small business issues.

Competent in Microsoft Office Suite with heavy concentration in Word, Excel and Publisher.

Preferred familiarity with Word Press and MembershipWorks.

Demonstrated leadership skills.

### **Personal Characteristics**

Must be a passionate advocate for the mission and purpose of the De Soto Chamber of Commerce.

Tactful, diplomatic and supportive in style and demeanor.

High energy and creativity.

Ability to work cohesively in a team atmosphere with Board, employees and volunteers. Independent skills in performing regular tasks without direction.

Excellent skills in leadership, communications, interpersonal relationships, team hiring and development, strategy implementation, set priorities, build consensus that achieves results, poise, maturity, adaptability.

Strong personal value system which includes high integrity, positive ethics and strong moral character. Confidentiality is critical.

A responsive internal and external customer-oriented individual with excellent sensitivity and empathy to the needs of all members.

## **Compensation Package**

Salary is \$55,000+

Benefits are being developed

Professional Development Training

Commission System for budget growth and expansion

Send letter of interest and resume electronically to: [mary.birch@lathropgpm.com](mailto:mary.birch@lathropgpm.com)