**Executive Director Search**

**December 2017**

**About the Central Pennsylvania Gay and Lesbian Chamber of Commerce (CPGLCC)**

The CPGLCC serves the LGBT and allied business community of South Central Pennsylvania and is a driving force in creating an inclusive business climate in the capital region. As only one of two affiliates of the National Gay and Lesbian Chamber of Commerce (NGLCC) in the commonwealth, the CPGLCC is uniquely positioned to connect the LGBTA business community to businesses in Central Pennsylvania and affords qualified members the opportunity to attain LGBTBE Certification.

**Executive Director - Position Description**

The CPGLCC is seeking a full-time salaried Executive Director to support the board of directors and promote the organization and its mission. This position will work to promote and expand the economic interests of LGBT owned and allied businesses through advocacy, education, and partnerships with the local business community. The Executive Director will accomplish this work through collaboration with the CPGLCC Board of Directors, Corporate Investors and member businesses and the community. An ideal candidate will possess strong written and oral communication skills, a highly professional approach to business relationships and the ability to present a polished, positive image for this dynamic, growing organization.

**Areas of Responsibility**

Promotes the Vision and Mission of CPGLCC

* Serves as the face and voice of the organization
* Professionally communicates and promotes the mission and vision of the chamber to the greater South Central Pennsylvania community
* Interacts with membership both promoting the chamber, chamber events and performing ongoing needs assessments
* Represents the CPGLCC at business and community events in partnership with the Board of Directors
* Networks with business and community organizations to establish positive collaborative relationships

Membership

* Manages or assists with the ongoing administration of new member enrollment, renewals, and related directory and database information
* Works in collaboration with the board to establish a strategic plan to attract and retain both investors and members
* Successfully achieves membership growth targets mutually agreed upon by the Executive Director and board of directors.
* Develops and retains a corp of CPGLCC “ambassadors” that assist with on-boarding newly enrolled members.

Programming

* Develops programming based on appropriate needs assessment of our members, the board of directors and committee chairs
* Maintains a calendar of all chamber events and distributes information to the board of directors, members, publications, media outlets and other entities as needed
* Develops and implements plan for optimal social media presence which supports events, programs and goals of the chamber
* Attends all CPGLCC events and programs

Administration & Finance

* Maintains organized records detailing specific timelines and tasks for chamber functions
* Presents financial and operational reports to the board of directors monthly
* Responds in a professional and timely manner to phone calls, emails, and other correspondence
* Prepares reports and requested documents for monthly board of director meetings and appropriately archives
* Oversees chamber office operations including inventory of supplies, office equipment, files, and data in an organized, orderly and professional manner

Professional Development

* Attends professional development opportunities and annual conferences as directed by the board of directors
* Contributes to the organization’s mission and the board of directors’ efforts by completing other tasks and duties in response to the dynamic needs of the organization
* Maintains a consistent professional demeanor in all interactions that directly or indirectly represent CPGLCC

Skills and Qualifications

* BA/BS from an accredited college or university with at least 3 years of leadership experience within a non-profit or related organization
* Superior relationship building and management skills
* Excellent business communication skills, both written and oral
* Strong presentation skills
* An entrepreneurial spirit
* Efficient time management skills
* Working knowledge of computers and a variety of related business software

Qualified candidates should submit cover letter, resume, and references to:

**CPGLCC**

**Attention: Search Committee**

**P.O. Box 135**

**Harrisburg, PA 17108-0135**

**e-mail: gbrown@cpglcc.org**