



KELSO LONGVIEW
CHAMBER OF COMMERCE
Washington

CHIEF EXECUTIVE OFFICER

\$95,000 - \$105,000

Plus, excellent benefits

Apply by

March 10, 2024

(First Review, Open Until Filled)

 PROTHMAN



THE REGION



The cities of Kelso and Longview have shared the area's resources of trees, land and water since their very beginning. Located in Southwest Washington along the scenic Columbia River,

Kelso Longview is about 50 miles north of Portland, Oregon and 125 miles south of Seattle. There is a unique blend of traditional architecture and new construction, combined with plenty of green spaces providing a comfortable, rural lifestyle with very affordable homes, moderate living costs and easy access to larger city amenities.

Kelso's population is 15,000 citizens while Longview sustains over 35,000 inhabitants. Each city has an established downtown core that provides a quaint setting for smaller specialty shops, restaurants, and other shopping centers. Active industrial areas have room for future growth and both cities are ready for the future.

The area boasts excellent medical facilities: Peace Health/St John's Medical Center and Kaiser Permanente. Kelso and Longview offer abundant outdoor activities such as 400 acres of public parks with walking, jogging and bicycle paths, playgrounds and picnic areas. Other activities include fishing, windsurfing, swimming and boating. The neighboring Cascade Mountains and surrounding foothills cater to skiers, hikers and hunters with access to the Mount St. Helens National Volcano Monument. The community's close proximity to beach resort towns in both Washington and Oregon makes it a perfect vacation headquarters. The community also supports cultural events and programs, such as the Columbia Theatre for the Performing Arts, the Southwest Washington Symphony, Stageworks Northwest and the Community Choir.



THE ORGANIZATION

The Kelso Longview Chamber was formed in 1999 when the Kelso and Longview chambers combined their experience and expertise to better represent the local business interests. By pooling their resources, time and talents, the business community discovered it could effectively work together to build a healthy economy. The Chamber operates with three full-time FTEs and one part-time FTE, and now has 500+ members, serving a population of just over 50,000.

The Chamber is a volunteer organization of business and professional people working to advance local, commercial, industrial, and civic development in the Kelso Longview area. Core benefits of membership include networking opportunities to build quality business contacts; government advocacy to protect and promote free enterprise; becoming part of the vision and strategies of the chamber; participating in offered seminars and workshops on sales, marketing, and customer service; marketing opportunities through chamber publications, events and website. In serving on committees, coordinating activities and attending meetings, every chamber member has an opportunity to become involved in the organizational efforts that are mutually beneficial to their community, their neighbors and most importantly, to themselves. Chamber programs and services include Community Information and Business Resource Guide; membership mixers and networking opportunities; business promotion opportunities; community events; and political forums and advocacy in the state capitol.

THE POSITION

The CEO provides leadership and general management for the Chamber, working under the guidelines of the Board of Directors.

Key responsibilities include:

- Help identify strategic direction in concert with the board, create a vision for the Chamber and carry out that vision.
- Develop and implement the Board's annual business plan.
- Direct and oversee community relations with members, elected officials, and the public.
- Serve as the official spokesperson for Kelso Longview Chamber of Commerce and its members.
- Manage membership development, including recruitment and retention. Be able to clearly articulate the value of the Chamber.
- Develop and implement programs to promote the business community.
- Represent and advocate positions of the Chamber to elected officials at local and state levels.
- Monitor legislative actions and inform the business community of possible effects.
- Manage all Chamber financial and operational reporting, including preparation of the annual budget.
- Direct and manage all revenue-generating activities.
- Recruit, hire, train, manage and evaluate employees.
- Provide administrative services for the Kelso Longview Chamber / Visitor Center.



CHAMBER PRIORITIES

- Get to know Chamber members and new businesses. Identify and respond to their needs.
- Assess the current state of the Chamber and determine the effectiveness of its current approach.
- Build relationships with the staff and Board of Directors.
- Maintain strong working relationship with Cowlitz Economic Development Council and serve on the CEDC Executive Board.
- Plan events that attract greater member participation.
- Assess the current committee structure and make recommendations.
- Form community partnerships that will better the business environment.
- Seek grant opportunities.

THE IDEAL CANDIDATE

The successful candidate will be a dynamic leader with a high energy level who takes the initiative to get things done and can adapt to the ever-changing regulatory business environment. The successful candidate will be outgoing, personable and a compelling spokesperson who can articulate the value of the Chamber to diverse audiences and able to rally people around a vision. This individual needs to be a strategic thinker who can transform vision and ideas into action, and sell the Chamber, local communities, and benefits of participating in the events the chamber runs. The Chamber is looking for an individual who can build on success and help create a leading Chamber in the region.

The ideal candidate will build staff consensus, create a high functioning team, and be strong enough to guide a board as well as take direction from the board. He or she will be decisive and demonstrate honesty and integrity, be an excellent listener and be able to interact effectively one-on-one and with small groups, as well as successfully deliver formal presentations to large audiences.

The right candidate will have a demonstrated passion for working with the business interplay of political and business community needs and be able to build collaborative and strategic partnerships. This individual will have a mature, healthy sense of self-assurance and be able to listen to alternative methods for reaching goals. The selected individual will possess the ability to motivate, encourage and empower team members, recognize staff for their accomplishments, and provide open communication concerning performance, as well as constructive ideas for improvement. He or she will be available, approachable and a respectful team leader.

EDUCATION & EXPERIENCE

- A minimum of five (5) years of relevant experience is required, including direct experience in revenue growth, marketing, budgeting & financial management, staff development, and community and government relations.
- Strong MS Word, Excel & PowerPoint skills, and social media experience desired.

COMPENSATION & BENEFITS

- **\$95,000 - \$105,000 DOQ**
- \$500 monthly stipend for monthly medical insurance premiums.
- 401k up to 3% match
- Auto allowance of \$200 per month in place of mileage reimbursement.
- \$5000 relocation/moving reimbursement.
- End-of-year bonus based on revenue growth.
- 9 Paid Holidays, plus 1 floating holiday.
- 44 hours sick leave per year.
- 10 – 20 days' vacation per year depending on longevity.

For more information on the Kelso Longview Chamber of Commerce, please visit:

www.kelsolongviewchamber.org

KELSO  LONGVIEW
CHAMBER OF COMMERCE

The Kelso Longview Chamber of Commerce is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 10, 2024** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "**Kelso Longview Chamber of Commerce, WA – Chief Executive Officer**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

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