



Position Summary

President & Chief Executive Officer

Culver City Chamber of Commerce

Culver City, California

The Chamber

The Culver City Chamber of Commerce is a 501(c)6 membership-based business advocacy, networking, marketing, and business resource organization which represents over 500 investor businesses, and more than 70,000 employees in Culver City. Small business makes up approximately 80% of the Chamber's membership. The Chamber is celebrating over 100 years of impact on the Culver City community and focuses on three core efforts to be a:

- Catalyst for business growth and expansion;
- Connector of people, resources and ideas; and
- Champion of strong community.

The Culver City Chamber advocates for members by developing a climate in which businesses can create jobs and operate at a profit. The Chamber represents the interests of business with all levels of government, supports business-friendly ballot measures, creates a strong local economy, and promotes the community. The Chamber also hosts the region's premier networking opportunities like Women In Business Awards, Economic Outlook Summit, Installation Gala. Culver City Chamber programs are developed through member-run committees that tap the varied expertise of local business owners and leaders. Through members' participation in these committees and the myriad of networking and other special events, the Chamber can continue to grow and become an even stronger force in the community, region and state.

With a 4-member staff, a budget of \$400K+, and a 22-member Board of Directors, the work the Chamber does as Culver City's leading business advocate is entirely funded by membership investments, Chamber advertising media opportunities and special events.

The Chamber's previous President & CEO served for over 3 years and recently left the organization to relocate to another part of the country. The Board of Directors has appointed a local business executive to serve as an Interim Director while it seeks a new leader to guide the Chamber and its prominent business and leadership activities in Culver City in the years to come.

More information about the Chamber can be found on its website: <https://www.culvercitychamber.com/>.

The Position

Location:

The President & Chief Executive Officer position is located in the Chamber offices at 6000 Sepulveda Boulevard, Suite #1260, Culver City, California 90230; telephone 310.287.3850.

Reporting Relationships:

The President & Chief Executive Officer ("CEO") of the Chamber reports to a 5-member Executive Committee and a 22-member Board of Directors. This person will directly supervise the Chamber's Director-Investor Relations, Office & Communications Coordinator and Office Volunteer.

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Other important interactions include executives and employees of Chamber member organizations in Culver City and the broader region; City of Culver City and Los Angeles County elected and appointed officials; state and national elected officials; representatives of other public and private sector organizations with related community and economic development missions across the Los Angeles MSA; education officials; and members of the media.

Position Description:

The Culver City Chamber President & Chief Executive Officer directs and implements the many activities of the organization, working under policy guidelines of the Board of Directors and Executive Committee. The CEO directs and delegates the activities of many volunteer committees and oversees the work of the staff of these various entities in pursuit of the Chamber's strategic and tactical objectives. This executive will represent the Chamber Board of Directors across varied interactions with membership, outside individuals, public sector agencies and officials, various constituencies, and with the public, all requiring judgement and tact to foster good community/chamber relations.

Major Duties and Responsibilities:

- Provide high profile collaborative leadership, vision, goals, guidance and strategic direction for the programs, events, personnel, and membership of the Chamber.
- In conjunction with the Board, develop, refine and articulate a strategic vision for the future of the organization that is compelling and earns the support for the mission and goals of the Chamber. Monitor progress on annual and strategic plans and provide regular updates to the Board on progress toward accomplishing each plan's goals.
- Assure membership recruitment and retention plan is in place, directing and participating in sales program as appropriate and providing overall direction of staff resources to ensure adequate membership services and support are provided.
- Maintain current statistics and familiarity of the economy of the Culver City area, both inside and outside the Chamber membership
- Drive the development and communication of the Chamber's governmental affairs policy positions at the local, state, and federal levels and direct all messaging as it relates to public policy. Work with the Culver City Political Action Committee to secure contributions and develop appropriate endorsements of business-friendly candidates and issues.
- Cultivate strong relationships with City of Culver City, Los Angeles County, state and federal governments and their elected officials and staff. Engage with important civic organizations including the Exchange Club, the Rotary Club of Culver City and the Downtown Business Association.
- Attend City Council as well as other City Committee meetings when necessary as it pertains to local business issues.
- Direct the activities of Chamber committees, along with the Board and Executive Committee, and ensure necessary personnel and staff assistance in place to support committee work.
- Oversee all staff activities including hiring, supervision, ongoing professional development and termination of employees if necessary.
- Determine sources of income and develop methods for generating additional/enhanced revenue streams to support work of Chamber. Prepare and implement an annual budget and coordinate expenditures consistent with the budget. Provide monthly financial reports to the Board as well as an annual President's Report.
- Develop and maintain appropriate internal controls to ensure financial management. Report to the Executive Committee and Board the status of the membership and finances on a monthly basis.
- Inform the Executive Committee and Board of various problem areas and activities throughout the community that may affect the business sector.
- Provide other tasks and duties as may be assigned from time to time by the Board.

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Compensation

The President & Chief Executive Officer is expected to earn an attractive compensation package with benefits including medical, dental, vision, 401k, cell phone usage reimbursement.

The Candidate

Education:

A Bachelor's degree is preferred. A graduate of the U.S. Chamber's Institute for Organization Management, Western Association of Chamber Executives Academy Graduate or Certified Chamber designation preferred.

Professional Qualifications:

The ideal candidate will have at least 10 years of progressively responsible experience with a proven track record of success and may come from a variety of backgrounds such as: the top executive of a progressive and comparably sized chamber of commerce, economic development organization, or related significant business association; experience as a "second in command" or other senior-level executive at a larger like-enterprise as noted above; an executive with a strong record of community involvement from a complex private, public-sector or nonprofit entity. Experience working within a metropolitan marketplace along with significant Board interaction and experience leading volunteers are all strongly desired. The successful candidate should demonstrate strong presentation and public speaking abilities along with being politically astute. This person should understand nonprofit and different areas of finance, have a robust sales/marketing and successful event planning experience to grow membership.

Preferred Knowledge, Skills and Abilities

- **Executive leadership experience** (strong staff leadership, delegation, and human resource development).
- **Collaborative relationships** (develops and cultivates effective relationships built on trust among all constituents).
- **Staff leadership** (demonstrated ability to develop, motivate and build high functioning teams).
- **Membership growth/investor development** (has promoted a membership-based organization; track record of development, retention, increased value, and expansion of investor base).
- **Fundraising** (successful resource development activities from both private and public sectors).
- **Public policy** (track record of successfully influencing opinions of elected officials and community).
- **Fiscal management** (budget experience with revenues of at least \$400K).
- **Communication skills** (good listener; excellent written and oral communication/public speaking skills).
- **Economic development** (knowledge of economic development principles and local/regional economic and political environment; understands opportunities and challenges faced by employers in the region).
- **Volunteer organizations** (values voluntary organization structure; motivates and utilizes volunteers).
- **Planning** (develops and delivers results in line with the objectives of strategic and operational plans).
- **Governance** (significant involvement with Board development and recruitment, governance issues, and interactions with sophisticated business owners and leaders serving as Directors).
- **Diversity/inclusion** (personal commitment to and experience in promoting climate that values diversity and demonstrates inclusion and equity).
- **Traditional/social media and public relations** (ability to effectively articulate goals, objectives, and policy positions of the Chamber through all forms of media).
- **Private industry** (experience working in private sector prior to chamber role is desirable).

Desired Personal Traits

- **Integrity** (possesses the highest ethical and moral standards; trustworthy).
- **Visionary leader** (big picture thinker who seeks to usher in new ideas).
- **Innovative thinker** (creative; forward-leaning; willing to challenge the status quo).
- **Servant leader** (excellent human relations skills; humble; builds constructive and effective relationships).
- **Executive presence/credibility** (polished; self-confident; able to rally others and command respect of Board, staff, business, government, and community leaders).

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- **Collaborative/consensus-builder** (sees value in working with others to achieve positive results).
- **Decisive** (makes decisions in a timely manner to achieve desired outcomes).
- **Politically astute** (ability to strategically navigate among municipal, county and state leaders).
- **Persuasive** (able to synthesize various viewpoints, exert influence quietly and effectively).
- **Independent thinker** (ability to make decisions while exhibiting sound and accurate judgement).
- **Humble** (speaks of “we” first, not “I”; relishes in sharing credit with others).
- **Action orientation** (pro-active versus reactive; manages multiple high priority projects simultaneously).

Challenges and Opportunity:

Key accomplishments and challenges for the new CEO in the first year and beyond include:

- Establish presence as the Chamber’s CEO by immersing themselves into the details of the day-to-day operations of the Chamber and becoming knowledgeable about the work of its staff, finances, programs, Board members and committed volunteers. Become actively involved in the community, attending multiple Chamber and non-chamber events; become known as “the face” of the Chamber in Culver City.
- Initiate formal and informal introductions and connections with the Chamber’s membership through varied communications and in-person meetings. Continue to communicate the Chamber’s relevancy to existing and prospective members by connecting investment with tangible outcomes thereby increasing perceived value and pride of chamber investment and engagement.
- Work with the Board and staff to evaluate the strategic direction of the Chamber and offer vision for possible short and long-term changes.
- Expand the dues paying membership base with goal of increasing top line revenue through clear articulation of value proposition of Chamber membership to businesses of all sizes.

The Culver City Chamber President & CEO is a highly visible leadership position in the community. This executive will work with an engaged Board and committed staff to drive the Chamber’s mission to improve the economic prosperity and quality of life in Culver City and to be the principal advocate for, and provider of services to, its business community.

Culver City, California

Located in Los Angeles County in southern California, Culver City has a population of 41,000. The community has been a center for film and later television production for most of its 100-year history. Major employers include Sony Pictures Entertainment, Amazon, Apple, Southern California Hospital at Culver City, Westfield Culver City and Symantec, all of which are Chamber members. Most of the Chamber’s members are in the category of small business. More information on Culver City: www.culvercity.org

Contacts

If you are or are aware of an outstanding executive who meets these requirements and would be interested in evaluating this dynamic opportunity, please email CulverCity@Waverly-Partners.com or contact WAVERLY PARTNERS, the executive search firm retained by the Chamber Board on this search and the “preferred provider” of executive search services of the Association of Chamber of Commerce Executives.

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Executive Search Consultants

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