



## **We are:**

The Laredo Chamber of Commerce is the largest business organization representing the interests of businesses of all sizes and sectors in Laredo and Webb County, Texas.

The Laredo Chamber of Commerce is structured to serve the needs of the membership. Your Chamber, in fact, exists, specifically to build a business-friendly environment and to improve the quality of life in the community.

The Laredo Chamber of Commerce...

- is a voluntary association of business people working TOGETHER to improve the economic and civic vitality of our community
- is the voice of the Laredo business community
- is not a governmental entity (it is a private not-for-profit organization)
- does not receive funding from any governmental agency for its operation
- is an independent organization (it is not directed by any State or national affiliation, although it is an active member of the U.S. Chamber of Commerce, the American Association of Chamber of Commerce Executives, the Texas Association of Business and the Texas Association of Mexican American Chambers of Commerce).
- is fully accredited by the U.S. Chamber of Commerce (only a small minority of all chambers in the United States carries this seal of approval – 16 out of 142 chambers in Texas, affiliated with the U.S. Chamber of Commerce are accredited.)

## **The role:**

President & CEO for the Laredo Chamber of Commerce.

## **Job Description:**

The President & CEO is the chief administrative officer of the organization. The President & CEO helps manage the policy initiatives, advocacy efforts, business affairs, fundraising, community relations, property, and staff of the Chamber.

Primary responsibilities include:

- **Government affairs** – staying on top of maintaining engagement and participation in local, state, and federal issues that impact Laredo and Webb County business, with a particular emphasis on international relations between US, Mexico, and Canada.
- **Fundraising** – ensuring key events are planned ahead of time with attention to budgets including gross margins.
- **Management of staff and finances**– ensure productive team, conduct annual performance reviews, and manage finances to ensure financially sound organization.
- **Visible member of community** – be engaged in the business community and community at large
- **Grow membership** – focus on growing Laredo Chamber membership through engaging with Board, incentive programs for staff, and savvy digital marketing strengthen, support and sustain current membership.

## **You are:**

A master organizer and communicator with an eagle eye for detail. You have helped organizations perform better and achieve their goals through project management activities—plans, estimates, scope, and requirements, from initial launch to long-term maturity. You are equal parts dreamer and realist, recognizing that creativity and flexibility lead to big ideas, while time management and quick decision-making are what bring those dreams to life. You are a natural at building trust and getting diverse stakeholders on the same page when it comes to priorities and direction. You have partnered with senior-level leaders and are comfortable managing up and down to get the work done.

- Advanced knowledge of and 5-10 years' experience in project management, including managing large-scale projects or programs with significant complexity and value.
- Ability to manage projects according to margin, budget, timelines, scope and quality while interpreting data, understanding key trends and applying key learnings to make better decisions and improve performance.
- Excellent written and oral communication skills.

- Experience working with senior-level leaders, including proven history of building trust with senior-level stakeholders, being influential, and comfortable making judgements and critical decisions.

***Behavioral Competencies- Attributes, Behaviors, and Characteristics (ABC's):*** The following behavior competencies include a myriad of defining qualifications, skills, and competencies required for job success:

- Initiates, sustains, and moves work forward with minimal direction and achieve goals under tight deadlines; satisfies multiple priorities simultaneously.
- Collaborates and builds bridges internally/externally; works with others to achieve common goals; and possesses the ability to work successfully with all levels of staff and management.
- Takes a diplomatic approach to work and communications; and easily establishes credibility among a wide variety of stakeholders (i.e., business, nonprofit, educators, and policy/public sectors).
- Exercises the mature judgment, tact, and professionalism appropriate to a corporate setting.
- Continuously looks for ways to innovate, improve processes, and use resources cost-effectively.
- Executes with excellence, consistently delivering on promises and meeting the highest standards; expects quality of himself/herself and of others.

### ***Education Requirements***

- Bachelor's degree or equivalent with minimum 5 years relevant work experience
- Bi-lingual in English and Spanish

### ***Preferred Experience***

- Have experience or demonstrated interest in the non-profit or workforce development space.
- Have familiarity with Laredo and Webb County specific non-profit and public sector networks and stakeholders.

Please submit your resume at [ec@laredochamber.com](mailto:ec@laredochamber.com)