

President

[Leavenworth-Lansing Area Chamber of Commerce](#)

Leavenworth, KS

The Chamber

The Leavenworth-Lansing Area Chamber of Commerce (“the Chamber”) represents more than 285 member businesses in the greater Leavenworth-Lansing area. Small business makes up about 75 percent of Chamber membership, which mirrors the overall business community. Member organizations range from small businesses to large corporations, from nonprofit agencies to colleges and universities with much of the County’s employment centered on military, service, education, healthcare, and public sector industries. The Chamber’s mission is to develop and maintain economic vitality and be a leader on issues that affect the well-being of the Leavenworth-Lansing community.

The Chamber has served the community for over 100 years and is a 501c6 not for profit organization with a calendar fiscal year end. The Chamber’s budget is \$150,000, funded by membership investments and special events. The Chamber creates a strong local economy, promotes the community and provides a variety of programs and services for members including networking, communication and relationship building events, business development initiatives, educational partnership programs, military affairs programs and government advocacy activities. As the Leavenworth area’s independent business advocate, the Chamber represents the interests of business with local, state and Federal levels of government. The Chamber has a 14 member volunteer Board of Directors.

The Chamber’s four distinct areas of focus include:

- Technology Infrastructure
- Business Development
- Member Engagement
- Growth & Retention

More information can be found on the Chamber’s web site: www.LLChamber.com

Leavenworth, Kansas

Located in the heartland of the United States with the Mighty Missouri River as its Eastern Border, Leavenworth is the first City of Kansas having been established in 1854. Leavenworth County is the 6th largest in Kansas with a population of over 75,000; Leavenworth and Lansing make up approximately 50,000 of that total.

The area region boasts a diverse cross-section of prospering businesses, ranging from small family held firms and entrepreneurial enterprises to defense. Leavenworth is the home to Fort Leavenworth also known as the Intellectual Center of the Army as well as the Eisenhower VA Medical Center, and several prisons. Education and Healthcare are prominent in our communities with numerous upper level education provided and one hospital.

The Position Location

The President position is located in the Chamber's office at 518 Shawnee Street, Leavenworth, KS 66048; telephone (913) 682.4112.

Reporting Relationships

The President of the Chamber reports to the Chair of the Board; the Chair leads a 6-member Executive Committee and 8 other Board members. The Executive Committee includes the Chair, Immediate Past Chair, 1st Vice Chair, 2nd Vice Chair, Treasurer, and Secretary. The President will supervise the Chamber staff: Administrative Assistant and Receptionist. Other important interactions include: executives and employees of Chamber member organizations; local elected and appointed officials; state and national elected officials and their staffs; representatives of other public and private sector partnership organizations; education officials; members of the media and military and defense leadership.

Position Charter

The President is the chief paid executive and administrative officer of the Chamber. This executive is responsible for all administrative and management functions and executing the mission of the organization by planning, directing and controlling all activities of the Chamber in order to achieve the stated goals and objectives of strategic and operating plans.

Responsible to the Board of Directors, the President's primary responsibilities include: finance and administration; fundraising including membership; communications, including marketing and public relations; policy formulation, articulation and governmental advocacy; Board and Committee governance and relations; relationship and partnership management; member relations, casework and problem-solving; managing and motivating staff and volunteers. The President is expected to communicate and implement all policies and provide leadership and direction that creates a high level of enthusiasm, expectancy and momentum among the membership, Chamber staff and the community.

Major Duties and Responsibilities include:

- **Strategic and Annual Planning**
- **Advocacy and Communication:** Develop meaningful relationships and communication with elected officials to provide information and advocacy on behalf of the Chamber's members and mission. Act as the chief spokesperson for the Chamber and communicate the organization's position on community, public and political issues. Serve in highly visible role as speaker to various community organizations to continuously keep Chamber relevant and a voice for business and further position the Chamber as leader in the area.
- **Business Development & Education**
- **Chamber Staff:** Responsible for employment, assignment of duties, supervision, evaluation, training and leadership of all Chamber staff. Based on Chamber's annual plan, assure staff members are prepared to successfully implement Chamber's programs, pro-actively providing information to Chamber constituencies. Foster daily working environment that values teamwork and ensure the highest levels of customer service.
- **Fiscal Management:** Develop the Chamber budget and relate budget to program goals and maintain responsibility for all expenditures within the framework of the budget. Present

financial statements to the Executive Committee and Board.

• **Constituent Relationships:** Responsible for ongoing interaction and liaison with a wide constituency including:

-- **Board of Directors:** Earn and maintain the respect and confidence of the Chamber Board. Responsible for preparing meeting agendas, carrying out plans and programs of the Board in accordance with established policies, serving as representative of the Board for all contacts with the Chamber staff, initiating programs for consideration by the Board, and advising the Board on all matters under consideration.

-- **Chamber Members:** Responsible for motivating members to personally and financially support an aggressive Chamber program, analyzing and interpreting the needs of members and recommending revisions in the program of work to improve service and assistance to make membership more valuable.

-- **Government Officials:** Maintain strong communication and relationship with elected and appointed officials and their staffs within the area's municipalities, along with state and federal levels. Play a key role in advocacy on behalf of the Chamber and in line with Chamber objectives.

-- **Community:** Through personal contacts with key community leaders, the President helps shape the community, frequently called upon to relate Chamber activities to the activities of all other groups and organizations that impact the quality of life in the region (commercial, industrial, educational, cultural, civic and spiritual). President takes a leadership role in local and regional issues, projects or community organizations to assure presence and involvement of the Chamber to accomplish its mission.

-- **Partner Relationships:** Work to maintain and/or initiate effective working relationships with aligned organizations within the region and on a state and national basis. Key organizations include Leavenworth County Development Corporation, Main Street Program, Leavenworth Convention & Visitors Bureau, and Fort Leavenworth.

-- **Education:** Continue to foster stronger relationships with representative's education institutions including University of Saint Mary and KCKCC Leavenworth Center as well as the local school districts.

-- **Military Affairs:** Responsible for maintaining and promoting community-wide support for Fort Leavenworth, home of the Command and General Staff College. Includes strengthening military and community relationships by seeking opportunities for businesses and organizations to become more involved as well as position Leavenworth-Lansing's resources to maintain and improve the military value by promoting an exemplary military/community partnership.

-- **Media:** Serve as the official spokesperson of the Chamber to the public at large and to the local and regional print and electronic media.

-- **Volunteers:** Effectively recruit, motivate and inspire volunteers to creative and fruitful action. Work in concert with Board on key volunteer leader identification and training.

-- **Chamber Operations and Policy:** Monitor the Chamber's organizational structure and culture to ensure that the Chamber is effectively geared to function with optimum efficiency. Recommend to the Board changes in structure, policy and procedure as needed.

-- **Membership:** Oversee activities related to ensuring membership satisfaction and retention and that dues and non-dues revenue streams enhance and support the Chamber's work and further defines the relevance and value of the organization. Maintain outstanding and on-going communication with members through on-site visits, publications and emails and in

concert with local media.

-- **Other Duties:** Perform other tasks and duties as may be assigned from time to time by the Board.

Compensation

Salary Range - \$40,000 to \$55,000 plus incentives

The Candidate Education

A Bachelors degree is required; a graduate of the U.S. Chamber's Institute for Organization Management is preferred.

Professional Qualifications

The ideal candidate should have a proven track record of success and may come from a variety of backgrounds such as: currently serving as the top executive within an effective comparably-sized Chamber of Commerce, or related significant business association; experience as a "#2" or other senior-level executive at a larger like enterprise as noted above; or an executive from a complex private or public sector entity. Significant Board interaction and experience recruiting and leading large numbers of volunteers is strongly desired. The President position of the Leavenworth-Lansing Area Chamber of Commerce is an outstanding opportunity for a chamber of commerce, association, or perhaps private sector executive to lead and grow a successful chamber organization in a dynamic community. The Chamber is led by a committed, influential and engaged volunteer Board of Directors. The Chamber membership is proud of their tremendous growth and success and feels there is a great deal of excitement surrounding "the next chapter" for Leavenworth-Lansing community by both residents and the business community.

Residency Requirement

The President is required to live within the incorporated limits of the Cities of Leavenworth and Lansing. A new hire will have three months from his or her hire date to be in compliance with the residency requirement.

Contacts

Interested candidates should send application packages electronically to Chairman@LChamber.com.

Applicant Packages requirements:

Resume

Cover Letter

Salary requirement

References (5) please include: name, contact and phone