

# Wilmington Chamber of Commerce

## CEO Job Announcement



### About the Wilmington Chamber of Commerce

Located within the City of Los Angeles, Wilmington is a community with a population of 52,286 and covers 9.14 square miles. Widely known as “The Heart of the Harbor,” Wilmington has been an industrial town since its founding in 1857. Its rich history is intertwined with the development and growth of San Pedro Bay, now the nation’s largest global seaport complex. Featuring a heavy concentration of industry and the third-largest oil field in the continental United States, Wilmington's business community ranges from large refinery operations and maritime terminals to small family owned retail and restaurant operations. Well-known Wilmington businesses include: Juanita’s Foods, Valero Wilmington Refinery, and non-profits that include but are not limited to the Banning Residence Museum and the Drum Barracks.

The Wilmington Chamber of Commerce supports its 170 association members in various ways from fostering economic growth, advocating for effective business policies to improved life in the community. Highlights of the Chamber's community programs include the Fiestas Patrias Carnival, the Heart of the Harbor Holiday Parade and the Wilmington Honorary Mayor Campaign fundraiser. Through the Chamber’s fundraising efforts, the Wilmington Chamber contributes thousands of dollars to local nonprofit organizations annually that benefit the Wilmington community directly.

The Wilmington Chamber is a member of the South Bay Association of Chambers and The Los Angeles Business Federation; to leverage the voice of business in the South Bay and LA County region.

### POSITION SUMMARY

The CEO has executive responsibility for program, planning and operations of the Chamber. The CEO will work under policy guidelines of the Board of Directors and Executive Committee and act in accordance with the Chamber's policies, procedures and by-laws. The CEO has executive responsibility for program, planning and operations of the Chamber.

### RESPONSIBILITIES:

**Business Plan:** The CEO guides the development of the Chamber's overall business plan. The CEO is responsible for carrying out the business plan with the aid of the staff, officers and committee members, and within the policy framework adopted by the Board of Directors.

**Committees:** Assists the Chair of the Board and officers in selecting qualified personnel for committee work. Directs or organizes specific projects for committees, and works with the Chair of the Board, officers and committee chairpersons to ensure that committee functions are carried out. Arranges meetings, and assists committee chairpersons in the preparation of notices, reports, etc. Gathers data and materials for use by committees in order to help them carry out assigned tasks. Ensures that minutes are taken at meetings of the Board of Directors, Executive Committee and other committees.

**Policy:** In consultation with the Board of Directors, the CEO assists in planning long-range policies for achievement of Chamber and Community goals. Reviews proposals and projects originating in committees,

and then places them on the agenda for Board action (with recommendations). Works with staff and committees for implementation of approved proposals or projects. Coordinates work of all committees.

**Personnel (Staff):** The CEO is responsible for recruiting, hiring, training and discharging of all employees, all in while following Labor Laws. Organizes staff and directs the chamber office. The CEO shall evaluate each employee, at least one time annually, and if warranted, adjust salary within prescribed brackets of the budget. The CEO shall set the duties of employees.

**Finance:** Is responsible for general management of the organization's finances. Prepares annual budget in conjunction with the Treasurer, CPA and/or accounting firm. Develops general plans for meeting the budget. Submits budget in conjunction with Treasurer, for approval to the Board of Directors. Approves all specific expenditures coming under the budget adopted by the Board. Directs office maintenance, including replacement of equipment, and directs purchase of additional equipment and the keeping of proper financial records.

**Membership:** Oversees the growth and direction of all membership efforts of the organization including high concentration in both new membership and retention of current members and record keeping for such purposes. Prepares and/or has prepared and maintains reports concerning membership and finance for officers and directors. Directs the handling of correspondence to members regarding membership status or change in status.

**Member and Public Relations:** Is responsible for directing the preparation and dissemination of communications (print, electronic, or social media) to the membership and general public. May delegate assignment of correspondence workload to office staff. Directs the preparation of official publications of the Chamber such as pamphlets, special membership bulletins, newsletters, news releases, or other methods used to disseminate information. When required or requested, represents the Chamber of Commerce at meetings of other organizations. May make a public address or secure other speakers concerning community and chamber activities.

**Government Affairs:** May appear as a witness before city council, boards of supervisors or other governmental bodies. Counsels and advises the Board of Directors on developments affecting the business community. Reviews and evaluates legislation, pending or proposed, which will have an immediate or future impact on chamber goals and policies and refers to a proper committee for study and future action, including membership at other chambers and other advocacy organizations.

**Economic Development:** In partnership with the City, assist in creating a favorable business climate and ensure balanced economic growth of the area. They are responsible for carrying out a planned program with the aid of staff, officers, and committee members and within the policy framework adopted by the Board of Directors.

## **EXPERIENCE AND QUALIFICATION REQUIREMENTS**

- A minimum of 5 years executive/senior level management experience (including managing staff) with a private business/corporation, trade association, economic development and/or related public sector entity, or not-for-profit organization
- Excellent communication skills including written and oral
- Must be flexible with work schedule to attend special events, business/networking functions and evening/weekend community meetings
- Competent with Word, Excel, Power-Point and Outlook
- Working knowledge of regulatory and political organizations
- An acumen for leadership

- Strong creative, conceptual, and problem-solving skills
- Strong customer service orientation
- Data analysis skills, including the ability to organize, present, and analyze raw financial and usage data to formulate conclusions and write analytical reports
- Business-Community oriented
- Advocate for civic pride, small and large businesses

### **PREFERRED**

- Bachelor's degree in business, communications, or a related field is preferred
- Bilingual with the ability to speak Spanish (*fluent*) and English
- Reside within the community of Wilmington, Los Angeles
- Ability to and knowledge of building social media channels

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Chamber is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose by contacting the Executive Board.

### **COMPENSATION AND BENEFITS**

- \$60,000 - \$80,000 Annually
- Benefits Package to be negotiated

**Deadline:** Email Cover Letter, Resume and further collateral to [sergio@CarrilloStrategies.com](mailto:sergio@CarrilloStrategies.com)

**Contact:**

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