



metrochamber

SACRAMENTO METROPOLITAN  
CHAMBER OF COMMERCE

## Executive Director, Metro Chamber Foundation

**Reports To:** President & CEO, Sacramento Metro Chamber  
**F.L.S.A.:** Exempt  
**Last Revised:** 11/23/2015

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**Function:** The Executive Director (ED) of the Foundation for the Metro Chamber, a 501c3, is responsible for overseeing all aspects of developing positive community awareness of the organization through exposure and participation in appropriate community activities. The ED directs programs that support the Metro Chamber's strategic community and leadership development objectives, including the Leadership Sacramento program, the Metro EDGE program, Project Inspire program, and any other Sacramento Metro Chamber Foundation programs. The ED identifies and negotiates strategic partnerships, grants and fundraising opportunities, and other community engagement events and programs in support of the Metro Chamber Foundation's mission. The ED shall manage and prepare the annual budget for the Foundation and each of the programs housed within.

### Requirements:

- Minimum 4 years professional experience in the areas of community development, community relations, program management, event management, fundraising, grant writing, communications and/or public affairs
- Strong organizational skills with the ability to manage multiple projects simultaneously
- Exceptional customer service, interpersonal, and communication (written and oral) skills
- Ability to successfully lead and manage volunteer leadership, committees and boards
- Ability to work in a fast paced, demanding atmosphere
- Flexibility and ability to meet unusual or long hours
- Working knowledge of MS Office suite software (Word, Access and Excel)
- Previous grant writing or fundraising experience
- Demonstrated analytical and financial management skills
- Bachelor's Degree
- Previous experience with Leadership Sacramento, EDGE, or another regional leadership/YP program

### Specific Responsibilities include:

- Oversee all aspects of community and leadership development activities for the Metro Chamber including programs, events, budgets, staff and interns; and
- Serve as the primary community contact for the Foundation; and
- Plan and execute an annual fundraising and grant campaign to support the community and leadership development programs of the Metro Chamber through the Foundation; and
- Manage all aspects of the Leadership Sacramento program including staff; specific tasks include annual participant recruitment, alumni relations and programs, supporting volunteer co-chairs, staffing the advisory committee, assist in day chair selection, planning meetings, project



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manager for annual retreat and monthly sessions; preparing calendar/timeline for annual program, strategic planning, succession planning; sponsorship development, assessing and updating marketing materials, assisting co-chairs in curriculum development, conduct evaluation reports, and budgeting; and

- Manage all aspects of the Metro EDGE program and staff; specific tasks include membership recruitment and retention, supporting volunteer Leadership Council and maintaining alignment with Metro Chamber initiatives and objectives, staffing planning meetings, project manager for the retreat; maintaining calendar/timeline for annual events, strategic planning, succession planning, sponsorship development, assessing and updating marketing materials, maintaining engagement on social media channels and budgeting; and
- Manage all aspects of Project Inspire and staff; Specific tasks include raising awareness of the program, fundraising, solicit opportunities and promote monthly Volunteer Power Hour opportunities, staffing the Community Development Advisory Committee, assessing and updating marketing materials, coordinate volunteer fundraising efforts for Giving Circle, follow up with Giving Circle donors, coordinate Regional Community Foundation Giving Circle administration and coordinate donor recognition programs; and
- Manage the day-to-day aspects of the Metro Chamber Foundation's activities working cooperatively with the Foundation Board to determine annual goals and objectives, including fundraising, budgeting, marketing, grant writing, gifting, selection review, and annual reporting; staffing Foundation Board; and
- Research and maintain an annual list of fundraising and grant opportunities; and
- Represent the Metro Chamber from time-to-time at external events and on community planning committees when appropriate and in support of developing the Foundation and its programs; and
- Other duties as assigned.

**Physical Demands:**

May be required to occasionally stand for long hours while assisting with Metro Chamber programs and events. Must be able to lift 20 pounds.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibility from time to time, as needed.

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*Established in 1895, the Sacramento Metro Chamber helps the region's businesses grow and prosper by focusing on providing resources and information businesses need and by serving as the region's leading business advocate on important issues that guarantee long-term economic strength for the region.*

*The Sacramento Metro Chamber is the largest, oldest and most prominent voice of business, promoting economic strength in the greater Sacramento area. Representing nearly 1,800 member businesses and business organizations in the six-county Sacramento region, the Metro Chamber serves as the region's leading proponent of regional cooperation and primary advocate on issues affecting business, economic development and quality of life.*