

A

A

C

C

African American Chamber of Commerce of Greater Milwaukee

EXEMPT:	Yes
LOCATION:	Milwaukee, WI 53216
JOB TITLE:	Executive Director
REPORTS TO:	Board of Directors

ORGANIZATIONAL SUMMARY

The mission of the African American Chamber of Commerce is to provide business development services, networking and advocacy to members.

Currently the AACC has more than 200 members. Recently, through a process authorized by and in accordance with the bylaws, the AACC Board of Directors elected new officers with a commitment to grow the Chamber to the next level.

POSITION SUMMARY

The AACC is seeking a new executive director to facilitate substantial growth in Wisconsin's African American business community, focusing within the Metropolitan Milwaukee area. To further this objective, the executive director will actively pursue new partnerships and collaborations that will enhance and expand the services and benefits previously offered to members. New services include, but are not limited to the establishment of a Revolving Loan Fund to encourage the startup and support the expansion of urban businesses with special emphasis on African American owned firms; and a residential/commercial contractor quality assurance and referral program in collaboration with MICAH (Milwaukee Inner-City Congregations Allied for Hope) – a large multi-denominational faith based organization focused improving the lives of inner-city residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership & Management:

- Lead efforts to establish a strategic plan that includes a vision, mission, goals, strategic objectives, strategies, action plans and measurable outcomes to frame the work of AACC.

- Develop and implement effective management tools to oversee AACC operations, manage for results based on performance driven data, and track outcomes.
- Actively engage and energize AACC board members, membership, committees, partnering organizations, and funders.
- Develop, maintain, and support a strong board of directors; serve as ex-officio of each committee, seek and build board involvement with strategic direction ongoing local operations
- Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, members and other constituents.
- Connect AACC members to small business assistance programs, resources and other tools designed to promote the sustainability and growth of small businesses.

Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations and expansion.
- Deepen and refine all aspects of communications—from web presence to external relations with the goals of creating a stronger brand, increasing the membership base, and marketing loan product.
- Use external presence and relationships to garner new opportunities.
- Write proposals to secure funds to support the organization.

Planning & New Business:

- Design and implement the revolving loan fund and complete the strategic business planning process for program expansion.
- Build effective strategic alliances/partnerships with government, business, philanthropic and community leaders committed to advancing policies and programs for the betterment of the African American business community.
- Be an external local presence that publishes and communicates program results with an emphasis on the successes of the local program.

MINIMUM QUALIFICATIONS

The ED will be thoroughly committed to AACC's mission. All candidates should have proven leadership, coaching and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Advanced degree, ideally an MBA, with at least 5 years of senior management experience
- Past success working with a board of directors with the ability to cultivate existing board member relationships
- Excellence in organizational management with the ability to set and achieve strategic objectives and manage a budget
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Experience with strategic planning, program performance measurement and evaluation methods; unwavering commitment to quality programs and data-driven program evaluation
- Strong business background and familiarity with small business assistance programs (local, state, federal, corporate, etc.) and sourcing and procurement processes
- Marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Ability to work effectively independently and in collaboration with diverse groups of people
- Experience leading, managing, and coaching individuals through different levels of the business cycle.

Salary commensurate with experience

Please send cover letter and resume by November 18, 2011 to:

Sector Management Consulting Group

Attn: AACC Search Team

600 E. Mason Street, Suite 302

Milwaukee, WI 53202

Email: AACCSearch@urbanstrategies.biz

AACC is an Equal Opportunity Affirmative Action Employer