

BOISE METRO CHAMBER OF COMMERCE
JOB DESCRIPTION

Job Title: Leadership Development Manager

Reports to: VP, Member Services

Job Classification: Full-Time, exempt

Date Last Revised: April 27, 2022

SUMMARY

The Leadership Development Manager is responsible for managing the leadership development programs of the Chamber including Boise Young Professionals (BYP), Leadership Boise (LB), Leadership Boise Academy (LBA) and Leadership Boise Alumni Association (LBAA).

Minimum Requirements

Bachelor's degree from college or technical school and 2 years of experience in program management or equivalent combination of education and experience. Requires a valid driver's license and own vehicle with insurance to travel to event locations. Must demonstrate ability to prepare accurate budgets and effectively manage expenses, develop professional relationships, influence and coordinate the efforts of staff, committees, and volunteers. Experience in volunteer management and facilitation required. Ability to problem solve and work independently in a changing and multi-tasking environment with numerous deadlines. Also requires executive team leadership management skills, excellent written and verbal communication, organizational, planning, time management, leadership, project management skills, self-motivation, ability to work flexible hours, attention to detail, accuracy, thoroughness, and strong computer skills (Microsoft Office, Adobe InDesign, Photoshop, Mailchimp, Slack and member information management software). Graphic design skills essential for creation of all print and advertising materials, requiring knowledge of digital file formats and graphics. Excellent writing and proofing skills.

Essential Job Functions

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be available, upon request, to enable individuals with disabilities to perform the essential functions.

- Provides vision and direction for the Chamber's Leadership Development programs.
- Secures funding and sponsors with support from Chamber sales team, as needed, to sustain the Leadership Development Programs.
- Develops and manages leadership development programs budgets; effectively manages expenses; provides monthly variance detail and projection information.
- Manages volunteer executive teams, individual volunteers, committee meetings, planning meetings and leadership teams for Leadership Boise Alumni Association, Leadership Boise and Leadership Boise Academy.
- Manages events, programs and volunteer work teams of BYP programs and subsidiary programs and events. (Annual Gala, b|on Board, b|wise, luncheons, socials, annual events, etc.)
- Works with planning and executive teams to manage and organize events such as: LBA and LB Sessions and large yearly events (LBA Graduation, LB Alumni Reunion and Graduation, LB Golf, and 13 sessions etc.) for those programs listed above and others.

- Calendars/Schedules/Coordinates all meetings, secures contracts for facilities and caterers, issues meeting and events reminders.
- Promotes the Chamber Leadership Development programs in the community.
- Attends meetings, events, and sessions for the Leadership Development programs of the Chamber.
- Manages social media for programs such as BYP, LB, LBA and LBAA.
- Works directly with work teams to manage marketing efforts for BYP including website, blasts, and eNews.
- Coordinates with Chamber marketing and communications team on news releases for programs such as BYP, LB, LBA and LBAA.

Supervisory Responsibilities

This position has no direct reports, but does share in determining workflow of the account & programs coordinator.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Employee

Date

Supervisor

Date

President & CEO

Date