



The Independence Business Alliance (IBA) is the Lesbian, Gay, Bisexual, and Transgender (LGBT) Chamber of Commerce for the Greater Philadelphia Region. The IBA serves the LGBT and business communities of Philadelphia, Bucks, Chester, Delaware and Montgomery counties in Pennsylvania; Mercer, Burlington, Camden, Gloucester and Salem counties in New Jersey; and New Castle county in Delaware.

The IBA is a membership-based organization dedicated to making the Philadelphia region an influential and diverse LGBT business community with an impact on economic development, growth and leadership. The IBA is an official affiliate of the National Gay and Lesbian Chamber of Commerce (NGLCC) and an affiliate member of the Greater Philadelphia Chamber of Commerce (GPCC).

Position Summary – Executive Director

The IBA is seeking a full-time highly motivated and dynamic *Executive Director*. The Executive Director will report to the President and Board of Directors and is responsible for the successful leadership, management and administration of the organization according to the vision and mission set by the Board of Directors along with the Executive Director. This newly created position is an exciting opportunity to help build a successful and growing membership-based organization. The Executive Director position will entail a full range of activities covering all facets of the IBA, including but not limited to the following: attracting and retaining members, developing, managing and marketing programs and events, developing business partnerships, facilitating strategic planning, managing and overseeing day-to-day IBA operations, conducting community outreach and serving as lead liaison to IBA stakeholders.

Executive Director Primary Job Duties and Responsibilities

- Lead ongoing efforts and initiatives to increase IBA membership at all levels and facilitate membership engagement and communications.
- Maintain and grow corporate relations and work to support and advance the LGBT and allied business community.
- Responsible for reporting to the Board of Directors on the management of all operating and budget activities, including working closely with the Treasurer to develop a budget and ensuring that actual results are in accordance with the budget.
- Provide leadership and value-added support to the various IBA committees and internal staff.
- Work closely with the Board of Directors to prepare and implement a targeted and practical strategic plan that advances the mission of the IBA. Ensure the ongoing development of the Board of Directors and a pipeline of board members and officers.
- Proactively make recommendations to the Board of Directors for creation of innovative programs/events. Maintain continuity and consistency in existing programming/events.
- Cultivate and maintain positive relationships with all IBA members, business partners and the business community. Represent the IBA at public community events and meetings.
- Acquire an understanding of national, state, municipal and corporate supplier diversity programs as well as the National Gay and Lesbian Chamber of Commerce [NGLCC] LGBT certification program. Responsible for assisting and educating member businesses in the LGBT certification process.
- Conduct periodic assessments of various IBA processes and implement improved technologies and systems that will facilitate operational efficiencies. Maintain and review the effective organizational structure of the office and ensure ongoing staff support of all functions.
- Responsible for overseeing all human resource functions for the IBA, including the overall direction for the recruitment, hiring, development, and retention of high-quality professional and administrative staff.

- Use integrated marketing and communications solutions [i.e., e-technologies, social media, website. etc.] to enhance and to advance the IBA's visibility. Constantly strive to develop a better public understanding of the purpose, mission, and functions of the organization.

Required Skills/Professional Qualifications

A successful candidate will possess:

- Education:
 - A bachelor's degree is required; master's degree preferred.
- Work Experience:
 - A minimum of three (3) years of experience in business operations and/or non-profit management.
 - A minimum of three (3) years of experience in demonstrated leadership positions, including organizational/staff management, financial management and/or Board relations.
- Organizational Management Skills:
 - Strong organizational abilities including planning, delegating and task facilitation. Managing multiple tasks/projects simultaneously, time management and meeting deadlines is an essential skill requirement for this position.
 - Excellence in organizational management with the ability to oversee, coach/develop staff and manage a budget.
- Leadership Abilities:
 - Demonstrated leadership abilities and skills to collaborate with and motivate board members, committee members and other volunteers.
 - Significant experience in leading strategic business or membership development initiatives. Critical thinking and analytical skills required.
 - Must exhibit an ability to work independently, exercising a resourcefulness and entrepreneurial spirit.
- Relationship Cultivation/Building:
 - Ability to work/interface with and effectively communicate with diverse individuals and businesses within the IBA membership and the LGBT business community.
 - Demonstrated interest in the advancement of the LGBT business community and in building key partnerships with community leaders, corporate representatives and the NGLCC.
 - Familiarity with and knowledge of the various stakeholders in the local LGBT community.
- Communication Skills:
 - Excellent oral and written communication skills are required, including creative writing, editing, business correspondence, listening, presentation and public speaking skills.
 - Ability to convey a vision of the IBA's strategic future to staff, Board, members, volunteers and the business community.
 - Demonstrated experience in communications and integrated marketing, including website content, management, email marketing and social media.
- Technology Skills:
 - Proficiency in the use of Microsoft Office tools Outlook, Word, Excel, and Power Point.
 - Proficiency in the use of Quickbooks.
 - Basic understanding of computers, devices, audio/visual equipment and software applications.
- Working Conditions:
 - The Executive Director will usually work in an office environment, but the mission of the organization may sometimes take them to non-standard workplaces.
 - The Executive Director is a non-exempt salaried position that will require evenings/weekends to accommodate activities such as IBA programs and events, Board Meetings and representing the IBA at LGBT community and public events.

- Minimal out of town travel is required as the Executive Director is expected to attend the NGLCC Annual Business and Leadership Conference in July/August and the National Dinner in November.

Application Guidelines

For consideration, interested applicants should submit the following documents:

1. Cover letter
2. Current resume/CV
3. A separate statement (250 words max) that answers the following question:

Why are LGBT chambers of commerce needed today and how would you seek to grow a chamber as an executive director?

Submissions should be made electronically in a single PDF document to: EDSearch@thinkiba.com or via first class mail to:

IBA ED Search Committee
ATTN: Rich Horrow, President
The Philadelphia Building, Suite 1132
1315 Walnut Street
Philadelphia, PA 19107

Applications will be accepted through Friday, August 28. Finalist candidates should be prepared to submit three work (3) references (with current contact information), including past direct supervisor(s). **No phone calls will be accepted about the position. To learn more about the IBA, visit www.ThinkIBA.com.**

The IBA is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its work and staff.