

French-American Chamber of Commerce - PNW

Executive Director Job Description

Company: FACC-PNW

Position Type: Full-Time

Deadline to Apply: 01/31/2020

Position Title: Executive Director

Location: Seattle, WA

Preferred Start Date: June 2020

Organization Description

The French American Chamber of Commerce Pacific Northwest (FACC-PNW) is a binational non-profit organization seeking to promote the development of relations between the USA & France. The Chamber is a registered corporation in the state of Washington and has jurisdiction over three western states: Washington, Oregon, and Idaho.

The FACC-PNW is governed by a voluntary Board of Directors and operates with a bilingual and bicultural team based in Seattle. The Chamber provides trade services for projects in the PNW and in France. It also represents and aids French companies located in the PNW as well as American corporations and individuals interested in doing business with France.

Mission and Values

We, the French American Chamber of Commerce in the United States, are a binational non-profit organization that seeks to contribute, through the efforts of our chapters and members, to the development and improvement of economic, commercial, and financial relations between France and the United States.

To achieve this objective:

- We encourage sales of goods and services between both countries and promote better international cooperation.
- We provide information on the economy and business environment to French and American enterprises to help promote investment by commercial and industrial enterprises.
- We work with various French and U.S. governmental and economic agencies, diplomatic and consular agents, and other associations in France and the U.S. that pursue similar goals.
- We are committed to providing the highest level of service to our members and representing the interest of members to external organizations.
- We facilitate the interaction among our members to foster continuing good economic, commercial, and financial relationships between France and the United States of America.

Position Summary

The Executive Director's primary function is to oversee all operations and activities of the FACC-PNW. The Executive Director is responsible for the implementation of all policies and directions brought forth by the Board of Directors. Additionally, the Executive Director is responsible for overseeing administrative management and organizational finances needed to be conducted on a day-to-day basis, as well as reporting on activity aimed at meeting annual goals and objectives. The Executive Director answers to the President of the Board or to the Executive Committee.

The Executive Director of the FACC-PNW is a key representative and promotes its communities by building strong relationships in the business sectors and advocate for its members in the local community, in the Pacific Northwest and its related states, and France.

The Executive Director builds an effective team and provides guidance and coaching to employees, interns, and volunteers. The Executive Director works to develop and implement strategies aiming to promote the organization's mission and "voice," and create plans for the attainment of goals and objectives set by the Board of Directors.

Position Responsibilities

The Executive Director of the French American Chamber of Commerce-PNW is responsible for the oversight of a unique organization with a broad mission. The position can be compared to an orchestra conductor -- the team composition varies from one section to the other, so the Executive Director needs to have flexibility and agility to deal with a wide-ranging variety of situations.

The primary responsibility of the position is to manage the administration of all Chamber of Commerce activities, the oversight of all sections of its ongoing development, and the coordination of the business ecosystems in the Pacific Northwest region. The Executive Director represents the Chamber in many situations, in front of company leaders, government representatives, leads a wide range of committees and assists the Board of Directors and its volunteers.

The Executive Director's responsibilities are:

- Management, the Executive Director
 - is a legal representative at the head of the nonprofit, authorized to sign and engage the responsibility of the Chamber
 - leads and organizes meetings, annual and regular board meetings
 - Prepares and executes budgets and creates financial reports
 - Executes strategic plan and objectives
 - Hires and supervises employees and volunteers
- Development, the Executive Director
 - Plans for revenue growth
 - Determines new services and benefits for the members
 - Creates and consolidates marketing material to further boost the image of the Chamber
 - Develops new activities, services or products
 - Builds and supports new partnerships between France and USA; seizes opportunities and looks for synergies
- Public Relations, the Executive Director
 - Promotes and embodies the image of the Chamber
 - Develops business segments and plans events
 - Oversees public communications and media
 - Serves as liaison with the French corporate, diplomatic and public services
 - Represents the interests of the French people in dealing with local associations and state representatives
- Advisory services, the Executive Director
 - Welcomes and advises companies
 - Attends and speaks at conferences and events
 - Markets services of the chamber

- Develops new companies into members
- Seeks out sponsors and advertisers

Experience and Education Requirements

The successful candidate will be a leader who is an experienced positive and productive manager and who is adept at overseeing finances, teams, public relations, lobbying, events, and business development. The individual will excel in decision making, strategic planning, and execution and supervision of day-to-day operations. The candidate will ideally be bilingual, French and English, a flexible and critical thinker and a great communicator. The successful candidate should demonstrate confidence and patience to develop credibility with the Chamber members and community, and all local, state, international, private and public institutions. The future Executive Director should be well versed in open communication in a bilingual and bicultural environment and demonstrate a willingness to listen to new ideas and offer creative solutions to a variety of challenges.

- A BA/BS degree or equivalent experience preferred
- A minimum of 10 years of business management in multicultural environments, with at least 3 years of that experience in non-profit organizations
- Ability to interact with and influence executives from private companies as well as local government agencies
- A passion for the French culture
- Strong interpersonal skills including ability to work in a truly multicultural and global environment
- The individual should show responsibility and evidence of accomplishment in the following activities:
 - Employee and volunteer supervision
 - Business development
 - Non-profit and for-profit leadership
 - Board relations
 - Creative and sound fiscal management
 - PR and community building
 - Fundraising and sponsoring
 - Legal
 - Strong business planning and analysis skills
 - Experience managing operational budgets
 - Excellent writing and presentation skills

To Apply

If you are interested by this position please apply directly by sending your CV to President@faccpnw.org before January 31, 2020.