



## VALDOSTA-LOWNDES CHAMBER OF COMMERCE

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### **Chamber seeking dynamic One Valdosta-Lowndes Director to join team.**

#### **Position: One Valdosta-Lowndes Director**

Beginning in 2015, local leaders from across Valdosta and Lowndes County came together to brainstorm how to ensure that the community had a unified vision for the future. The One Valdosta-Lowndes (OVL) initiative represents the culmination of efforts by community leaders to develop and adopt an “OVL Community & Economic Development Plan” that will drive the initiative’s work for its first five years.

One Valdosta-Lowndes brought together the City of Valdosta, Lowndes County, the Valdosta-Lowndes County Development Authority, the Valdosta-Lowndes County Chamber of Commerce (VLCC), Valdosta State University, South Georgia Medical Center, and Georgia Power to form a strategic initiative aimed at improving quality of life and spurring economic growth.

The Chamber seeks an experienced Director of OVL to lead the strategic direction and vision for the One Valdosta-Lowndes initiative, its donors and community partners. The ideal candidate must be flexible and have the ability to accommodate multiple tasks. Excellent writing and communications skills are essential, as well as the ability to build collaborative partnerships to address community growth needs. The selected individual will be required to work some evenings and weekends.

The Director of OVL should be self-motivated and directed, while being able to respond to the needs of the Chamber President and diverse community partners. The ideal candidate should have extensive experience in community and economic development, planning initiatives, fundraising, donor and media relations, community outreach, managing a budget, and the ability to maintain general administrative and finance responsibilities.

The Director of OVL must maintain positive working relationships with corporate entities, nonprofit organizations, and public leaders in Valdosta and Lowndes County and across the South Georgia region. The Director of OVL is also expected to serve as the primary liaison to the One Valdosta-Lowndes initiatives donors by managing donor relationships and being responsive to their needs, while also serving in a leadership role for any ongoing and future development and fundraising activities.

The Director of OVL serves at the pleasure of the Chamber President.

Under the leadership of the VLCC President, VLCC Board, and OVL Advisory Council, the OVL Director will collaborate to promote the fulfillment of the OVL Community & Economic Development Plan. The collaborative effort will also work to shape a powerful community vision by stimulating dialogue between all community stakeholders focused on improving quality of life and boosting economic growth in Valdosta, Lowndes County.

**Essential Duties:** Essential duties of the Director of OVL include, but are not limited to, the following:

- Provide leadership internally and externally, including heightened visibility and influence of the organization.
- Implement identified portions of the One Valdosta-Lowndes Strategic Plan per the oversight and guidance of the Chamber Board of Directors and OVL Advisory Council and in accordance with available funding streams.
  - Primary responsibilities and areas of oversight include:
    - Community and Economic Development,
    - Community Engagement and Network Development,
    - Leadership Development and Strategic Visioning,
    - Education, Workforce Development and Talent Attraction/Retention,
    - Donor Management and Donor Relations,
    - Public Relations, Marketing, & Communications.
- Host annual and quarterly events and OVL Advisory Council meetings according to the goals of the strategic plan
- Provide support and assistance to all community partners and public entities to further the goals of OVL, as desired or needed
- Promote OVL, the community, its projects and priorities both regionally and statewide, in terms of advocacy and enhancing regional sustainability.
- Work with state agencies and legislative delegation, as needed, to ensure the success OVL and the community.
- Capital Funding and Donor Relations
  - Establish and maintain a comprehensive donor management strategy.
  - Establish consistent donor communications strategy.
  - Establish annual donor appreciation event.
  - Develop and maintain ongoing fundraising strategy.
  - Maintain capital funding aspects as needed related to existing donors and committed pledged funding.
  - Assist OVL Advisory Council and volunteer committees in the pursuit of new/additional capital donations.

- Budgeting and Financial Services
  - Provide support services and assistance to the OVL Advisory Council as related to financial management.
    - Tasks include:
      - Pursue grant opportunities as available to support the work of OVL, in addition to pledged OVL donors
      - Work with Chamber President to develop and maintain an annual working budget for OVL operations.
- Public Relations, Marketing, and Communications
  - Provide, manage and/or oversee the following tasks:
    - Maintain a current and accurate website and online presence (social media platforms) related to OVL, its leadership, accomplishments and ongoing projects
    - Communicate to donors and other external stakeholders with monthly e-newsletter and other communication mediums as needed and appropriate
    - Represent OVL, its interests and the OVL Advisory Council at all meetings and events, locally and beyond
    - Communicate goals and accomplishments of OVL to donors, corporate and public leaders, and the community at large.
    - Develop and implement marketing items as appropriate through all available media venues including but not limited to print, social, radio and television.

### **Desired Skills and Expertise**

- Experience organizing and managing small to large scale projects and events.
- Proven experience working in a self-directed, multi-tasking environment.
- Proven time management skills and ability to work under pressure.
- Ability to work independently, with little supervision and as part of a team.
- Great communication skills across multiple platforms.
- Staff and/or volunteer management experience
- Fundraising and sponsorship experience.
- Strategic planning, project management, and program implementation experience.

### **Specifications**

- Bachelor's degree required, Master's Degree preferred.
- At least 5 years of chamber, economic development, or community development experience required.
- Experience directly interacting with internal and external partners and stakeholders while maintaining a positive attitude.

- Ability to motivate and influence others.
- Self-motivation and accountability for every aspect of project management to exceed Chamber Board of Directors, OVL Advisory Council, and donor expectations is essential.
- Knowledge of and experience with all types of communications media and social media platforms.
- Strong written and verbal communication skills.
- Acute attention to detail.
- Positive attitude focusing on teamwork and collaboration.
- Excellent customer relations and donor management skills.
- Strong organization and time management skills.
- Ability to conduct oneself in a professional manner.

**We Offer:**

- The opportunity to work each day to improve your community
- An inclusive environment for all employees
- A commitment to your professional development and growth
- Health, dental and vision benefits
- Life and AD&D insurance, short-term disability, and long-term disability insurance
- Employer contribution to SEP retirement
- Mileage reimbursement
- Generous time off (vacation, sick time, personal days and holidays)

**Compensation:** The compensation package will be competitive based on the qualifications and experience of the candidate.

**Submitting an application:**

To apply for the position, send a cover letter and resume to Christie Moore, President of the Valdosta-Lowndes County Chamber of Commerce, 416 N. Ashley Street, Valdosta, GA 31601 Or email information to: [cmoore@valdostachamber.com](mailto:cmoore@valdostachamber.com). Applications will be accepted through January 13<sup>th</sup> or until the position is filled.