



Job Posting – VP of Diversity, Equity & Inclusion

The Chattanooga Chamber of Commerce seeks a highly professional, collaborative, politically savvy influencer with the demonstrated experience, skills and educational background required to leverage the high-profile and recognized platform of the Chamber to further the local, state and national discourse on the importance of inclusive growth and upward mobility in promoting the long-term health and sustainability of our economy. As a community builder and engine of prosperity for Chattanooga and Hamilton County, the Chamber is committed to making intentional, actionable strides to ensure equitable treatment and access to resources, opportunities and advancement for all.

The successful candidate must be a passionate supporter and advocate for diversity, equity and inclusion best practices, and understand how those practices manifest in the workplace, workforce and marketplace, as well as have the political savvy to read individuals, navigate power structures and leverage relationships with integrity and honesty, and the collaborative communication skills needed to build broad coalitions among complex organizations to effect change.

Working closely with the CEO and other senior managers of the Chamber, the key functions include:

- Partner with the CEO and senior management team in fostering and perpetuating an organizational culture that respects and leverages diversity, equity and inclusion.
- Refine and further develop the current strategic plan and organizational structure to bring to fruition goals around diversity, equity and inclusion.
- Oversee the development of programs and services sponsored by the Chamber to assist members in creating and fostering more diverse, equitable and inclusive workplaces and marketplaces.
- Develop and activate Chamber core values around inclusion and equity through community and membership programming.
- Enhance accountability and performance through strategic use of DEI principles
- Develop tools and resources to assist businesses pursuing DEI and anti-racism objectives
- Create visual presence of procurement professionals on the Chamber's website
- Develop portal to connect contractors via the Chamber's website
- Develop toolkit for employers seeking to recruit and retain diverse talent
- Partner with university staff to create an employer assessment tool and process along with a customized list of critical implementation/policy/procedures needed that align with the DEI toolkit
- Create a community of diverse businesses exhibiting a welcoming and inclusive work environment via involvement in a comprehensive "Pledge" with action steps
- Connect procurement professionals with DBE contractors and create opportunity for Tier II minority/women/veteran contractors with Tier I contractors
- Assume execution role for Board Connector
- Host an event for diverse college students to build connections with the Chattanooga business community
- Develop a Chamber Diversity, Equity and Inclusion Fellows Program for midlevel and high potential minority and women employees from the community and businesses
- Maintain relationship with key community constituencies while developing new relationships with the goal of broadening the reach of the Chamber brand through partner community activation opportunities.

EXPERIENCE

- A minimum of 10 years prior professional corporate, nonprofit or higher education environment, including a minimum of 5 years of strategic plan management, budget responsibility and employee or volunteer management.
- Demonstrated ability to champion systemic change, build coalitions, influence stakeholders, and manage staff and volunteers to accomplish goals.
- Skilled in adapting to rapid environmental and technological change, tolerating acceptable risk, generating creative solutions, and building consensus.
- A firm grasp of core business competencies including building strategic plans, accomplishing goals through managing others and managing to budgetary constraints is required.
- Prior experience in the Chamber industry or other business association, volunteer boards and managing volunteer-driven initiatives is highly beneficial.

EDUCATION & QUALIFICATIONS

Bachelor's degree in a relevant field, with a minimum of 10 years of post-undergraduate professional experience in a corporate, nonprofit or higher education environment, including a successful track record in leadership roles for complex organizations. Master's degree in a relevant field (broadly defined) is highly desired. Equivalent combination of education and professional experience will be considered. Must be legally eligible to work in the U.S., eligible to obtain a U.S. passport, hold a valid driver's license and be insurable.

SELECTION PROCESS

Candidates for this position will be evaluated by the CEO, senior staff and a committee of volunteer leaders.

Please submit a persuasive cover letter, resume and contact information for three professional references, combined into **one** .pdf document, **no later than 2 pm on August 31, 2020** through the Chamber's job portal found at:

https://www.chattanoogachamber.com/jobs/job_posting

Information only inquiries, contact: Cheryl Millsaps, VP of Finance & Administration
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CHATTANOOGA CHAMBER OF COMMERCE

The Chattanooga Chamber of Commerce was established in 1887 and is a 501(c)(6) serving more than 2,000 members, with a mission to champion member businesses and promote regional economic growth. The Chattanooga Chamber Foundation, an independent but related 501(c)(3), was chartered in 1969 to promote community and economic development and is recognized for its lead role in the area's recruitment and job creation successes. The Chattanooga Chamber of Commerce and Chattanooga Chamber Foundation are collectively known as "the Chamber" and are engaged in close and productive partnerships with local government, philanthropic, and corporate entities.

ABOUT THE CHATTANOOGA REGION

The City of Chattanooga, located in Southeast Tennessee near the corners of Georgia and Alabama, is the economic engine driving the economy of a 545,000 person MSA incorporating portions of six counties. Chattanooga, the fourth largest city in Tennessee with a population of 174,000 persons, is the seat of Hamilton County, which has a growing population of more than 350,000. Chattanooga-Hamilton County is centrally located among the cities of Nashville, Knoxville, Atlanta and Birmingham, and is bisected by three major interstates, making the area a gateway for logistics and freight movement throughout the southeastern United States.

Chattanooga is the heart of a vibrant and growing regional economy linked to manufacturing, technology, retail and professional services. A focus on protecting the natural environment, the close proximity of mountains and the Tennessee River to the downtown area and mild seasonal weather make Chattanooga a natural center of tourism and active outdoor living. As a result, Chattanooga now enjoys a quality of life and economic vitality that national publications ranging from *Outside* magazine to *Industry Week* have rated among the best in America.