

## **Greater Houston Partnership Senior Vice President of Member Engagement**

The Partnership strives to make Houston one of the best places to live, work and build a business.

### **ABOUT THE PARTNERSHIP**

The Partnership is an organization for community-minded business leaders who want to be involved in Houston's growth and influence our economic trajectory. Through the dedicated efforts of our members, the Partnership addresses Houston's unique challenges, and champions the growth and success of our region.

Since 1840, the [Greater Houston Partnership](#) has strived to make the region the best place to live, work and build a business. We serve over 1,100 member companies in the 11-county Houston region.

### **ABOUT THE POSITION**

The Greater Houston Partnership seeks a dynamic, dedicated leader to serve as its next Senior Vice President of Member Engagement. The SVP of Member Engagement participates on the Partnership Leadership team, creates and executes annual work plans to ensure the attainment of revenue targets of over \$10MM and manages a talented, committed team. The SVP is a strategic revenue generator and possesses a talent for cultivating long-term and trusted relationships. This leader is an exceptional communicator and engages in direct selling with key members while proactively building strong relationships with the Board of Directors, leading the efforts to expand support from existing partners, and cultivating and engaging new corporate supporters.

The SVP of Member Engagement is responsible for creating a work environment that motivates and inspires the team to achieve annual revenue results that provide the Partnership with the necessary resources to achieve the Partnership's budgetary goals. The SVP directs a staff of over 20 team members in the areas of fundraising, major events, and member programs ensuring high-quality member engagement, program delivery and adequate revenue support for the organization. The SVP is a member of the executive leadership team and reports directly to the CEO of the Partnership.

### **JOB RESPONSIBILITIES**

The responsibilities of the SVP of Member Engagement include the following:

- Develops and manages strategic multi-year fundraising plan to allow the Partnership to achieve its revenue targets through membership retention, acquisition, events, programs and other marketing activities.
- Plans, implements and manages annual membership campaigns, signature events and program function.
- Supports the Membership committee and the Nominating committee of the Board of Directors, including preparation of meeting agendas, progress reports, program plans and execution of action items.
- Develops, manages and delivers events, programs and resources that meet the needs of our member companies allow members the opportunity to engage with others around important topics affecting the vibrancy of Houston.
- Oversees all stewardship activities including member identification, cultivation and solicitation.
- Develops and deepens working relationships with CEOs and other senior leaders within member companies to ensure their on-going satisfaction with and participation in the activities of Partnership.
- Keeps abreast of the changing Houston business landscape to ensure that the Partnership remains relevant for its members.
- Develops and manages budgets and prepares financial reports on various revenue streams and performance.
- Manages and leads the Member Engagement team to ensure success on organizational goals for revenue member engagement, retention and satisfaction; building team cohesion, monitoring

performance, ensures the team meets ambitious goals, performing's annual staff reviews and ensures professional development of team members.

- Attract, retain and motivate high caliber staff to ensure the goals of the organization are achieved, maximizing productivity, creativity and financial results.
- Support the CEO in all matters related to member satisfaction, maintaining individual relationships with key members of the Partnership.
- Work closely with the economic development, policy, research, and marketing and communication teams to maximize engagement of members.
- Ensure compliance of all regulations, Partnership bylaws, rules, and federal laws.
- Assist in other activities as needed that will deliver strong relationships with member organizations; travel as needed.
- Participate as a member of the Partnership executive team to strategize, plan and execute all organizational business plans.

## **SKILLS & EXPERIENCE**

The ideal candidate will have at least ten years of proven leadership experience, with a substantive background in business development, fundraising or relationship management experience in a public, private or non-profit organization (or a combination). In addition, successful candidates will have at least 3 years in a senior leadership role in a high-performing organization. Additional qualifications include the following:

- Proven track record of achieving revenue targets of over \$10MM annually.
- Proven management and leadership capabilities.
- A thoughtful, entrepreneurial leader with extensive experience in managing high-level relationships effectively; experience working with Boards, CEOs and senior management.
- Demonstrated knowledge of and involvement in the Houston community.
- Understands, relates to, and anticipates members' needs and expectations to ensure satisfaction; takes initiative to actively deepen existing relationships and forge new ones.
- Proven ability to lead others in achieving ambitious goals; experience selling and leading a sales/development team with strong customer service orientation.
- Ability to recruit, hire, and retain highly competent and engaged staff.
- Exceptional writing skills as well as superb interpersonal and verbal communication skills; a master at presenting information, ideas, and results is critical.
- Strong project and time management skills in a fast-paced, intense environment.
- Strong analytical mindset and ability to use data to support thinking and decision making.
- Strong results and performance-orientation; self-directed with the ability to plan strategically, execute well, adjust plans as needed and must thrive working under deadlines and handling multiple tasks without sacrificing attention to details.
- Demonstrated examples of strong accountability for actions.
- Strong leadership skills; a team builder with a collaborative, engaging and motivational style.
- Impeccable reputation for integrity and judgment; strong ethics and trustworthiness.
- Business savvy; mature, confident and self-reliant; comports him/herself in a positive, professional manner.
- Experience with budget preparation and fiscal management.
- Bachelor's degree in a relevant field; advanced degree preferred.
- Proficient computer skills and familiarity with database systems.

## **Leading Others**

- Effectively identify and develop talent, advancing high performers.
- Assist team members in their development as individuals and professionals.
- Partner with the division VP's to set goals and direction of the departments and maintain budget parameters for the team.
- Direct the activities of the team as described above, setting priorities and delegating

responsibility to staff.

- Set performance metrics that drive team's success.
- Deliver and participate in formal and informal performance reviews for direct reports and indirect reports.
- Work with confidential matters.
- Other duties as assigned.
- Travel as needed.

#### **HOW TO APPLY**

Interested candidates should apply [here](#). **Letters of interest will be received until June 5, 2020.**

The compensation package is commensurate with experience and includes a competitive base salary as well as benefits and vacation. The position is in Houston, Texas.

We will contact those candidates who most closely match the requirements. Thank you in advance for your interest.

The Greater Houston Partnership is an Equal Opportunity Employer. Applicants and employees are treated without regard to such factors as race, color, religion, sex, national origin, disability, veteran status, or any other reason prohibited by law.

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