



Director, Manufacturing Industrial Council of Tacoma-Pierce County Chamber

The Tacoma-Pierce County Chamber is the voice for business and strives to make the South Sound the best place to do business in Washington State. We do this by being a nimble non-profit business that can respond quickly and effectively to the needs of our members and the community. Our team is built on teamwork, creative problem solving, an entrepreneurial mindset, and superior customer service.

*The Tacoma-Pierce County Chamber is seeking to grow our team with a full-time **Manufacturing Industrial Council Director**.*

The Manufacturing Industrial Council (MIC) for the South Sound is the voice for the manufacturing, industrial, and maritime community. We are dedicated to safeguarding and improving people's lives, creating a sustainable environment, and providing the jobs that anchor Washington's economy. We promote and enhance a positive business climate for manufacturing and related industries.

This role will promote and enhance a healthy South Sound economy and our shared values of economic, social and environmental stewardship for manufacturing and related industries that operate within the South Sound.

Candidate Necessities

- Exceptional written and verbal communication skills.
- Time management and prioritization skills with ability to prioritize multiple projects and meet multiple deadlines.
- Self-starter, highly motivated and ability to work both independently and as part of a team.
- Comfortable interacting with executives and public officials, as well as maintaining confidentiality and exercising discernment.
- Experience working on advocacy, building coalitions, and/or understanding of Manufacturing Industrial and Maritime sectors
- Appreciation and understanding of Tacoma-Pierce County Chamber, the maritime, industrial and manufacturing industries and the diverse economic engines in the region.

Essential Duties

- A key part of this position is building a new sector based advisory council to have an impact of policy issues. A successful first year would include:
 - Developing grassroots network of supporters of Manufacturing Industrial and Maritime sectors
 - Represent Manufacturing Industrial and Maritime sectors at community meetings and public events
 - Energize and engage the community to support Manufacturing Industrial and Maritime sectors job growth in Pierce County
- The role additionally includes:
 - Preparing and offering policy statements, testimony, correspondence, articles and media interactions for upper management and/or volunteers as advocates or spokespersons for the Chamber and its goals.
 - Coalition development on critical issues and activities.
 - Oral and written communications to business, community and elected officials as necessary in implementation of job functions.
 - Managing MIC external relations in representing the Chamber and business community. Including MIC messaging across all communication channels including development of content for social media, website and video.

- Attend Chamber meetings and events as necessary.
- Identify current and newsworthy manufacturing and industrial issues to feature at Chamber events and on communication channels.
- Daily engagement and interface with the maritime, industrial and manufacturing industries for business retention.

Compensation

This is an exempt position. Dependent on experience the compensation range is from \$70,000-\$80,000/annually.

This position also includes an array of benefits including ORCA transit pass, 401(k), short- & long-term disability insurance, AD&D insurance, dental insurance, 10 paid holidays, 16 days of paid time off, and eligibility for the Live Downtown Program.

Conditions of Work

Work is typically done Monday-Friday during office hours, with occasional early morning or evening commitments. Generally, office or professional environment; requires travel within the county; may require occasional out-of-county travel. The Manufacturing Industrial Council Director position is available as a full-time position, however modified schedules may be available.

License/Certifications/Special Requirements

- Bachelor's degree preferred and/or related experience with an emphasis on business, marketing, human resources or an allied field.
- High-school diploma or GED required.
- Proficient with MS Office Suite, web-based applications and CRMs.
- Web design and content management experience preferred.
- Driver's License, auto insurance, and personal vehicle required.

This job posting is not an employment agreement or contract. Management has the exclusive right to alter this job description without notice. The statements contained herein should not be considered all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas as needed to meet the needs of the organization.

To apply send cover letter and resume to;

Lynnette Buffington – VP, Investor Outreach and Operations

HR@tacomachamber.org

Tacoma-Pierce County Chamber, Attn: Lynnette Buffington

PO Box 1933

Tacoma, WA 98401

Position will be open until filled. Application period will be rolling with first review including all applications submitted by May 25, 2018.

Learn more about the Chamber by visiting www.tacomachamber.org