

## Director, Delaware State Chamber Foundation

The Delaware State Chamber Foundation is the 501(c)3 affiliate of the Delaware State Chamber of Commerce. Its mission is to support research, programs, and initiatives that advance Delaware's economic climate and the prosperity of all Delawareans. The entity performs nonpartisan, future-focused research to identify and implement long-term solutions; tracks Delaware's national and regional competitiveness year-over-year; and contributes to turning data and research results into legislative or regulatory changes.

### **Key Responsibilities**

This role serves as a vital bridge between the Delaware State Chamber of Commerce (DSCC) and its 501(c)3 affiliate, the Delaware State Chamber Foundation (DSCF), ensuring both entities work in tandem to advance the goals of Delaware's business community. The individual is a strategic leader and connector across the business, nonprofit, and government sectors. They are responsible for overseeing DSCF's operations, overseeing the DSCF board of trustees, managing partner and vendor relationships, and ensuring the Foundation's initiatives align with and support DSCC's broader mission. Two core responsibilities of this position are: securing funding to sustain the research and programming led by the DSCF; and engaging stakeholders in the research process to ensure policy development is thorough, intentional, inclusive, and action oriented. This role reports to the DSCC's chief operating officer and works closely with the president and board leadership of both organizations.

### Operational and Strategic Leadership

- Serve as the director of the DSCF, overseeing day-to-day administration, operations, programming, and execution of its mission under the supervision of the DSCC leadership and DSCF Board of Directors and in alignment with DSCC priorities.
- Act as the entity's primary fundraiser, in collaboration with the DSCC president and COO.
- Ensure the DSCF is compliant as it pertains to governance (bylaws, rules and procedures, agendas and minutes, etc.) and financial reporting. This includes supporting DSCC leadership during audits and 990 filings, as needed.
- Lead in the development, management and tracking of DSCF revenue streams.
- Work in collaboration with the DSCC leadership in developing and implementing the DSCC strategic plan as it pertains to the DSCF, including establishing and tracking key performance indicators.
- Ensure the DSCC board of directors, staff, and membership, as well as other Delaware stakeholders, understand the mission and work of the DSCF.
- Represent the DSCF externally through strategic meetings and speaking engagements to increase collaboration and the visibility of the work and initiatives produced by the entity.
- Oversee the DSCF's budget creation, working closely with the DSCC leadership and treasurer.
- Track revenue and expenses on an ongoing basis to keep the entity financially solvent.
- Serve as a key point of contact for investors, ensuring stewardship, reporting, and fulfillment of commitments.

### Research and Policy Development

- Lead the development of mission-centric research and data, working with external partners, vendors, and the DSCC communications team to deliver final products such as research papers, policy briefs, etc.
- Track and measure the state's competitiveness year-over-year through building and maintaining an interactive, digital dashboard.
- Work in collaboration with DSCC leadership and government affairs team to ensure the research performed by the DSCF supports both proactive and reactive lobbying efforts.
- Develop and publish the annual Delaware Competitiveness Bluebook, in conjunction with the DSCC communications team.

### Programming and Initiatives

- Lead in the strategic vision of the Delaware Pathways Summit and Superstars in Education & Training program through overseeing staff and committees involved in the efforts.
- Consider and propose possible new programs and initiatives that would fulfill both the DSCC and DSCF's mission and goals.

## **Skills and Qualifications**

This position requires a strategic, collaborative, and mission-driven leader who thrives on problem solving, building new initiatives, convening cross-sector voices, and elevating the DSCF as a respected voice in shaping Delaware's economic future. This successful candidate will be/have:

- Good working knowledge of the Delaware business community and state-level government.
- Experience standing up or scaling an organization or initiative, including operations, governance, and strategic planning.
- Strong understanding of nonprofit governance, fundraising, public-private partnerships, and 501(c)(3) compliance.
- Demonstrated success in leading cross-sector initiatives with measurable impact.
- Experience as an effective collaborator in a fast-moving, matrixed organization with the ability to connect key internal and external stakeholders to accomplish organizational objectives.
- Excellent communication, relationship-building, and organizational development skills.
- Ability to facilitate meetings and groups to consensus around recommendations and action.
- Skilled in Microsoft Office programs (Word, PowerPoint, Excel, etc.) and ability to work with CRM programs (ie Atlas – MemberClicks, Salesforce, etc.).

## **Experience and Requirements**

The ideal candidate will have experience in obtaining high-level, large-scale sponsorships and grants. Policymaking experience is also preferred but not mandatory. Employees are permitted to work on a hybrid basis but are required to work 3 full days in the office per week. While flexibility is prioritized for employees, the position requires the ability to work some early mornings and evenings to support events throughout the year.

## **Compensation and Benefits**

The estimated salary range for this full-time, exempt position is \$75,000-\$110,000. This position is an employee of the Delaware State Chamber of Commerce, and benefits include health, dental, and vision insurance; 401(k) employer match program, long-term disability insurance, life insurance; paid-time off with increases based on longevity with the organization; a flexible work schedule, including some remote work; a wellness reimbursement program; and more.

Interested applications should email a cover letter and resume to [dsc@dscc.com](mailto:dsc@dscc.com).