



GREATER
OTTUMWA

[PARTNERS IN PROGRESS]

CHIEF EXECUTIVE OFFICER, GREATER OTTUMWA PARTNERS IN PROGRESS

Greater Ottumwa Partners in Progress (GOPIP) is a collaborative partnership that includes the local chamber of commerce, economic development corporation, main street organization and the convention and visitors bureau. GOPIP is responsible for coordination and oversight of the economic and community development programs designed for the betterment of Ottumwa and Wapello County. GOPIP also provides a means for promoting and developing the civic, interstate and intrastate commerce, downtown renewal, local agriculture and other interests of the City of Ottumwa and Wapello County.

The focus of the CEO position is on **achieving results** aligned with the larger picture of our Partnership and all member Boards including Ottumwa Economic Development Corporation, Ottumwa Area Chamber of Commerce, Main Street Ottumwa and Greater Ottumwa Convention and Visitors Bureau initiatives. To be successful in this critical role, self-assurance and confidence to **purposely drive strategic goals and initiatives** are a must. Essential is a strategic and proactive “take-charge” leadership style that must be balanced with the ability to motivate and enthusiastically engage others to move forward.

This position will be accountable by the Greater Ottumwa Partners in Progress Executive Board to develop and execute efficient and innovative ideas. The CEO will also ensure that high standards be upheld in assuring quality is consistently carried out by all employees of the Partnership including staff working with Member Boards. The ability to trouble-shoot problems and willingness to **propose ideas to move change and innovation forward with collaboration** focused on results will provide a fulfilling opportunity to prove your drive to be a difference-maker in our efforts to grow and thrive. While attention to follow-through with an eye for details is important, the position will require delegation skills, effective follow-up on timeliness and quality. The ability to thrive under pressure and variety is needed due to the evolution of the organization and our commitment to drive growth and innovation.

QUALIFICATIONS & EDUCATION REQUIREMENTS:

- Bachelor’s Degree
- 3 years management experience
- *A successful track record of accomplishment in Economic Development, Chamber, Main Street, Convention and Visitors Bureau*
- Outstanding interpersonal skills
- Ability to successfully relate to staff, volunteers, community leaders and partner organizations
- Capital campaign fundraising experience
- Effective experience working with groups of people to achieve established goals
- Ability to perceive and understand community and group dynamics
- Willingness to compromise in order to achieve a higher goal
- Savvy in dealing with organizational and community politics

- Ability to acquire the confidence of colleagues
- Excellent communication skills, written and verbal
- Ability to multi-task, prioritize, and manage time effectively
- Problem solving and conflict resolution skills

PREFERRED SKILLS

- Master's Degree
- 5 or more years of management experience in Chamber, Economic Development, Main Street, Convention and Visitors Bureau operations
- Industry and/or other association related certifications and credentials

Please submit your cover letter (1 page,) resume and references to: greaterottumwapip@gmail.com

All submissions must be received by 5:00 pm, Friday, May 5, 2017.

