

About the French American Chamber of Commerce of San Francisco (FACCSF)

The FACCSF is building business bridges between France and Northern California.

We are a 501 c (6) non-profit, member-based organization with two main missions:

- fostering and engaging the French American Business community.
- Helping companies to set up, launch and/or develop their activities in Northern California.

Our goal is to provide the best networking opportunities to our members and community, organize relevant business events and provide the best quality of corporate services (trade missions, learning expeditions, Visas J1, mailbox services, marketing / communication, recruitment center)

We are proud of serving French and American companies with their trade needs.

More information: www.faccsf.com

The Opportunity

As **Executive Director** (“ED”), you will lead the organization under the supervision of the Board of Directors; engage members, and others to achieve maximum community impact; and ensure a stable and sustainable financial future. Reporting directly to the Board of Directors, you will skillfully represent the organization to partners, prospects and the public, and will continually seek out new opportunities and avenues for support and growth, allowing the organization to expand its scope and impact.

Responsibilities:

1. Membership development and fundraising.

- Develop Membership: The goal is in the range of 10%+ yearly increase rate for the membership fees
- Keep in touch with current Members to respond to their needs.
- Drive development and fundraising to meet organizational goals and objectives leveraging the Board as needed
- Ensure organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves
- Create, drive, improve, and oversee all membership programs and industry specific committees and groups for the organization

2. Event Management.

- With the help of the staff, manage the event calendar, the events, the committees that organize them, provides logistical support for all events (online or in person)
- Develop a proper event offer to satisfy Members / Community needs (online and in person)
- Create and execute successful digital events
- Manage a budget safe event offer / Optimize the ROI of events
- Make sure the fundraising events are successful (online or in person)

3. Trade Services.

- Manage and develop the trade services activities: trade missions, business hosting, recruitment center, consulting services to French businesses looking to discover and/or invest in the Bay area
- Ensure proper representation of the organization in France in order to promote and develop this activity
- Follow up with invoicing and payment

4. Community Impact and Relations

- Support and extend community impact, services and activities in close collaboration with the Executive Committee and the different committees.
- Present and promote the organization and its mission, programs, partners, and members in a consistent and positive manner. Ensures high visibility to prospects and the public in the US and in France.
- Oversee the design, promotion, delivery and quality of the organization programming and events. Promote the use of emerging technology and other new marketing channels, including social media
- Support and extend all aspects of the organization's marketing and public relations in close collaboration with the staff.
- Make sure the organization keeps its current prominent position in the [CCIFI International](#) "mother" organization and in the national landscape.

5. Strategy and Planning

- Develop and lead the organization's strategy within the broad context of the Bay Area, national and international landscape, and apply innovative thinking and performance measurements to analyze and support strategic decision-making
- Establish goals, objectives and operational plans in collaboration with the Officers, Board of Directors, staff and other leaders
- Build and administer the annual budget, with Board approval. Provides data, analysis, and background for the Board in its budgetary review and approval process. Prudently direct resources and manage all financials within budget guidelines and according to current laws and regulations
- Cultivate a strong partnership with the Board of Directors. Set the Board agenda, advise and inform Board members, and support the Board's evaluation of the ED. Strategically leverages the Board to support growth and development targets. Guides the expansion and development of the Board
- Prepare the organization's annual report

6. Organizational Management

- Develop an organizational infrastructure to support and promote current strategy and goals, effectively anticipating changes and planning for growth. Transparently integrates strategy, organization, and operations when assigning roles and responsibilities
- Manage and motivate Staff, including hiring, separation, ongoing staff development, coaching, performance management, compensation and benefits
- Ensure that personnel policies are adhered to in all employment practices, and partners with the Board to implement changes
- Ensure that organization has the appropriate systems, physical space, and technology to operate efficiently and effectively.

Requirements:

The ideal candidates is/has:

- Experience in a role with comparable or complementary responsibilities.
- Experience managing small, cross-functional teams.
- Experience managing events of all sizes including large scale events.
- Sales and business development skills, capability of pitching & selling.
- Good understanding of the local French American Business Ecosystem.
- Excellent interpersonal skills, including the ability to effectively communicate with executives, senior management, and external stakeholders.
- Strong leadership skills, including a dynamic, passionate, and engaging demeanor and the ability to inspire and motivate staff, members and partners.
- Excellent organizational, verbal and written communication skills, natural networker, “people person” excited about actively engaging with members.
- Eagerness to work in a fast-paced environment, high energy level, integrity, entrepreneurial spirit, and a sense of humor.
- Ability to meet deadlines and to manage multiple projects simultaneously.
- Adaptability: this is a small size organization; flexibility is a must.
- Fluency in both spoken and written English and French.
- **US work permit.**

Location: ability to be full time in San Francisco, CA 94108 (as local health regulation allow). However, WFH (work from home) will be prevailing expected practice in the near future.

Status: Full-Time

Compensation and benefits: \$60K to \$80K + Bonus + medical

To apply: please send resume and cover letter to info@facssf.com