



**Ankeny Area Chamber of Commerce – Opportunity Document**  
**04 April 2025**

**Position Specification: Executive Director**

The Executive Director is responsible for leading the operations, staffing, and community engagement for the Ankeny Area Chamber of Commerce through the strategies and policies set cooperatively with the Board of Directors. This position will engage directly with city and community leaders, businesses, volunteers, and vendors to understand and promote the interests of the Ankeny Area business community.

**The Opportunity**

The Ankeny Area Chamber of Commerce is currently seeking a visionary, dynamic, imaginative, driven, and passionate, leader to help drive the success and growth of our organization. We are seeking candidates that will lead our chamber's efforts, continue to develop our brand and organizational infrastructure, and work with our Board of Directors to provide first-in-class programs and experiences to our membership. You will be responsible for:

- Being a Pacesetter / Helping Set the Tone of Reaching Measurable Goals with the Team
- Being Fully Engaged and Committed to the Organization's Success
- Reinstating Community Trust / Membership Trust
- Establishing Value to the Members
- Promoting and Participating in Good Community Transparency and External Relations
- As Community / Membership Grows – Asking Community to Support the Chamber in an Ongoing Basis
- Bridge-Building with Community

You will also be responsible for activating the wide array of members and potential members that live and work in our area, guiding and managing our growth in a way that helps provide value to the membership and serves as a strong community partner and community catalyst.

**About Our Organization and Our Community**

Ankeny is a multigenerational hometown with an independent community spirit. Residents enjoy a safe community, an active lifestyle, thriving businesses and easy connectivity to the region\*:

- Best Small Cities in America - Ankeny ranks 1 in Iowa, 94th Percentile in United States
- The 10 best cities to move to in the Midwest - Ankeny ranks 9th
- Hottest family-friendly cities people are moving to in 2024: Safe, affordable, good schools - Ankeny ranks 5th
- Most Livable Small Cities – 2024 Study - Ankeny ranks 14th
- 13 Best Family-Friendly Cities with Homes Under \$400K - Ankeny ranks 5th
- 21 Most Livable Midwest Cities for Middle-Class Families - Ankeny ranks 6th

The Ankeny Area Chamber of Commerce is dedicated to the promotion and development of our members within the community.

The community's supportive network of business professionals is second to none. We understand the importance of networking and connecting with others to grow.

\*Citations for above statistics and for additional information visit: <https://www.ankenyiowa.gov/638/About-Ankeny>

**Priorities**

We are seeking well qualified candidates that will help our organization achieve the following:

- **Organizational Growth:** As we continue to expand, we need someone to help build bridges within our communities, we are looking to recruit and retain a strong executive, and grow what we do to meet the changing needs of our members;

- **Productive Work with Board / Build Trust:** We have an engaged volunteer board deeply invested in our organization’s success. Successful candidates will have had experience in working with these types of boards, understand the roles and responsibilities of board and staff, and is able to build consensus with our board through fruitful collaborative efforts;
- **Adapt into a Strong Existing Team Culture:** We are looking for a leader who is dynamic, adaptable, and fits well in the positive culture that exists within the Ankeny Area Chamber of Commerce, while bringing and leveraging their own strengths and talents in their role as a Leader;
- **Fiscal Responsibility:** With our community’s expansion, we have a growing need to monitor and cultivate revenue growth opportunities. Experience developing, balancing, and maintaining a budget are highly desirable skills from you as a candidate.

### Core Responsibilities

As our Executive Director, we will look to you for guidance in the following areas, including but not limited to:

- Provide mission and vision level leadership and leadership support in conjunction with the Board of Directors;
- Promote and enhance the culture and connectivity of the Ankeny business community;
- Identify opportunities to create and enhance Chamber value to the business community;
- Identify partners and partnerships to support the growth of the chamber of commerce and member businesses;
- Assist in the development an annual budget for board approval;
- Assist in the development of business retention strategies;
- Participate in Committees and Efforts of the Greater Des Moines Partnership, as determined by the board;
- Actively engage in economic development efforts with community partners such as ABIC, City of Ankeny, Polk County, Ankeny Community School District, and others, as designated or determined by the board of directors;
- Assist in and support short- and long-term strategies for financial growth and sustainability;
- Coordinate and work to support the Ankeny Area Chamber of Commerce’s financial health by working with external accounting and financial firm(s). These entities shall have primary responsibility for day-to-day financial responsibilities and operate with direct board oversight;
- Ensure compliance with the budget and financial policies approved by the board of directors;
- Ensure compliance with requisite non-profit business and tax filings including biennial report and IRS Form 990 in conjunction with external accounting and financial parties and/or those designated as responsible by the board of directors;
- Oversee and/or assist in creating board policies regarding day-to-day administrative and operational tasks, including email, mail, and phone correspondence, marketing material creation and approval, accounts payable and receivable, CRM updates and payroll, etc.;
- Perform human resource functions related to oversight and supervision of staff;
- Support Committee Chairs, volunteers, and related projects by attending meetings, providing resources, and managing back-office tasks and communications;
- Facilitate marketing strategies to promote the mission and benefits of the Chamber;
- Act as media contact and coordinate responses to media inquiries;
- Develop solid professional relationships with members, community partners, and other area businesses and resources to facilitate knowledge-sharing and cooperation in the Ankeny community;
- Work with the Board of Directors to develop, implement, and manage a strategic plan;
- Actively engage in professional development and continuous learning and improvement opportunities.

### Leadership and Culture

We are seeking the following in a leader for the Ankeny Area Chamber of Commerce. Candidates must have a proven track record of success exemplifying the best qualities of each of the below. Our organization functions as a core piece of the culture of and for our community of leaders and the surrounding areas, and that helps define what our region expects



from us and what we can strive to provide to them. We are seeking a leader who understands and embodies that – that is a good fit for us and for those we serve:

- Building Ties to the Community;
- Someone that Understands Living and the Business Culture in Ankeny;
- Be Able to Understand and Help Direct / Understand What it is to be a Leader in Ankeny;
- Feel and Embody Ankeny Pride;
- Feel and Hear Businesses Here – Be a Champion of the Community;
- Not a 9-5 Job - Dynamic Nights, Weekends, Early Morning Engagements with Members;
- Keep a Cohesive Staff / Inspire Staff Authentically and Sustainably;
- Develop and Cultivate Culture Inside the Organization; Hands-on Mindset;
- Be Able to Self-Start; Move Through and Beyond Minimum Viable in a Self-Directed Away – Be Able to Determine What Next Direction Is.

### **Knowledge, Skills, and Abilities**

Some Key things we are looking for in a new leader:

#### **General Skills**

- Visionary
- Strong Operational Forte
- Intelligent in Selecting Self-Work vs. Outsourcing
- Understand Each Segment of the Chamber Membership and Be Able to Relate to Issues Relevant to Them; Understand Business Life Cycles
- Entrepreneurial Spirit – Understand the Different Needs at Different Phases of Business
- Interested in Learning / Continuing Their Development and Education

#### **Communication Skills / Board Relationships / Collaboration**

- Good Oral and Written Skills
- Good Follow-through / Follow-up
- Good Organizational Communication Skills with Staff and Membership
- Good Listener / Open Minded / Collaborative
- Transparent

#### **Team Leadership Style**

- Approachable
- Professional
- Collaborative with Staff + Membership
- Engaging, Inviting, Energetic
- Be the Face of the Entire Organization and Community
- Accountable
- Embraces Active Decision-making
- Collaborative Across Many Organizations
- Self-Awareness
- Visionary
- Good Political Acumen / Be Able to Read Climate and Work Within It
- Adaptable
- Understand the History of the Community / Understand How It Would Look in the Future
- Strong at Delegation and Empowered Team Management
- Organizational Structural Skill Set

### Education and Experience

- Experience working with a volunteer board of directors and volunteers
- Understanding of nonprofit board management / fiduciary responsibilities
- Understanding of Chamber of Commerce Operations / Economic Development experience preferred
- Business or nonprofit organization management experience
- Event management and program development capabilities
- Demonstrated leadership, outreach, and structured relationship-building abilities
- Fundraising and sponsor relations experience
- Strong financial acumen and experience with developing and managing budgets
- Excellent oral and written communication skills
- Effective public speaking and media relations
- Strong marketing, public relations, and sales skills
- Strong proficiency with Microsoft Office software, QuickBooks, social media platforms, email marketing, surveys, and customer relationship management (CRM) software
- Self-directed with strong time and task management skills
- Ability to maintain staff and member confidentiality

### Compensation

Compensation and benefits will be competitive and commensurate with education and experience.

### Board of Directors

Our Board of Directors and Staff: <https://www.ankeny.org/board-staff/>

### Contact

A resumé and cover letter should be sent to Joe Benesh to ensure consideration. Review of applications will begin immediately. The position is open until filled.

Joe Benesh  
President + CEO  
The Ingenuity Company  
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