

Indiana Chamber of Commerce

JOB DESCRIPTION

Department: Indiana INTERNnet (the statewide resource for internship opportunities managed by the Indiana Chamber)

Position Title: Executive Director

Reports To: VP, Engagement and Innovation Policy

Exempt/Non-Exempt: Exempt Non-Exempt (OT Eligible)



Summary:

The Executive Director of Indiana INTERNnet is responsible for overseeing all operations and business development for the organization. This includes working with employers, students and the education community to be the catalyst for the creation, expansion and improvement of experiential learning programs throughout the state of Indiana.

Essential Duties and Responsibilities (% of estimated time/frequency)

- Grow sustainable funding efforts to enhance the entire program including seeking grants, securing corporate funding and developing new revenue models. Includes producing proposals and reports to funders (50%)
- Direct and oversee the operations of Indiana INTERNnet program and staff (50%)
 - Successful implementation of the next generation of Indiana INTERNnet to maintain the organization's strong position as the leader in internship innovation
 - Oversee staff and others to maintain a program that educates, motivates and mobilizes business members, the education community and other community organizations to expand experiential learning options
 - Recruit employers to offer internships through the program and maintain relationships with current/past employers who have participated with the program
 - Provide "visible leadership" for program, including being available for media interviews, leading presentations about the program throughout the state, etc.
 - Provide periodic reports to the Indiana INTERNnet Board of Directors and actively interact with board members
 - Oversee organizational budgets, marketing efforts, program development, communications and the web site database system
 - Build and maintain relationships with education institutions throughout the state.

Nonessential Duties/Responsibilities:

This position is an employee of the Indiana Chamber of Commerce and will report to both the Indiana Chamber of Commerce's VP, Engagement and Innovation Policy, as well as the Indiana INTERNnet Board of Directors.

Job Requirements:

- Undergraduate degree, preferably in business administration, marketing, non-profit management or a closely related field. Post graduate degree preferred
- Experience in grant writing and fundraising
- Minimum of three to five years' work experience
- Preferred experience in working with and staffing a non-profit board of directors
- Excellent written, oral and interpersonal communication skills
- Ability to interpret and communicate information to a variety of community constituencies is required
- Highly organized and able to manage multiple priorities simultaneously

- Familiarity with Indiana's workforce development initiatives and organizations, higher education community and industry clusters
- High proficiency in computer literacy and web use is required
- Personal vehicle and valid driver's license is required

Direct Reports:

Incumbent has direct reports and therefore has supervisory responsibilities.

Personal Work Relationships:

Candidate should have the ability to work well with others and within a team, both externally and internally. Position requires candidate to work with all other aspects of the Indiana Chamber.

Physical Effort:

Office environment, standing, sitting, walking, lifting between 10-25 lbs., speaking, hearing and manual dexterity.