

JOB DESCRIPTION



Department: Investor Relations
Position Title: Vice President, Investor Relations
Reports To: President and CEO
Exempt/Non-Exempt: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt (OT Eligible)

Summary:

The vice president of investor relations is responsible for developing and executing strategies to grow, engage and retain the Indiana Chamber's membership base. This role personally manages the Chamber's top (100) member relationships and provides direct leadership, coaching and motivation to the investor relations team.

As a member of the Chamber's broader leadership group – including vice presidents and the executive leadership team – the vice president contributes to organizational strategy and cross-departmental collaboration.

Essential Duties and Responsibilities:

Membership Strategy and Growth

- Develop and implement comprehensive membership sustainability and growth strategy focused on engagement, retention and strategic new member development.
- Set monthly and annual membership goals in coordination with the president and CEO.
- Analyze high-level trends to identify revenue growth opportunities and inform strategic decision-making.
- Conduct regular assessments of membership benefit offerings to determine value-added enhancements or adjustments.
- Collaborate with communications/marketing, business education and affiliate leadership to ensure member sponsorship and investment strategies maximize audience value and align with organizational needs.
- Maintain strong knowledge of Indiana legislative issues, business leaders and economic conditions to effectively articulate the value of Chamber membership.

Key Account Management and External Engagement

- Personally manage and conduct visits with the top (100) Chamber member relationships to strengthen engagement and identify partnership opportunities.
- Lead in-person visits and presentations to top prospective companies and provide strategic guidance to strengthen other investor relations presentations and pitches.
- Build and leverage relationships with board members and other key Chamber stakeholders to support membership lead generation and strategic outreach.

Team Leadership and Performance Management

- Lead, manage and coach the investor relations team to achieve financial, engagement and retention goals.
- Set individual performance goals and support professional development and continuous improvement.
- Conduct regular team meetings to monitor progress toward goals and ensure alignment across the department.
- Foster a collaborative, accountable and high-performing team culture.

Financial Oversight and Operational Excellence

- Develop and manage investor relations budget in partnership with vice president of finance and president and CEO, ensuring effective resource allocation.
- Monitor departmental financial performance and adjust strategies as needed to meet objectives.
- Establish, track and evaluate key performance metrics to measure success and guide data-driven decisions.
- Ensure operational processes support efficiency, accuracy and high-quality member engagement.

Nonessential Duties/Responsibilities:

Perform other duties or special projects as assigned by the president and CEO.

Job Requirements:

- College degree or a combination of education and relevant experience.
- Minimum of 7-10 years of experience in membership management, sales, business development or relationship-driven roles within private sector, nonprofit or government settings; experience in a membership-based or constituent-based organization preferred.
- Strong leadership and team management skills with the ability to inspire and motivate.
- Demonstrated ability to identify and define problems, set and achieve goals, and apply sound judgment aligned with Chamber objectives.
- Excellent communication, interpersonal, relationship-building and stakeholder management skills.
- Ability to work collaboratively across departments and with external partners, including board members and outside organizations.
- Willingness to travel as needed, particularly for engagement with top (100) member relationships.
- Ability to exercise discretion and maintain confidentiality.
- Technical proficiency with CRM/association management software, Microsoft Office products and the ability to learn new tools.

Direct Reports:

This role includes supervisory responsibilities and direct oversight of investor relations team members.

Work Environment/Physical Effort:

The Indiana Chamber operates under a hybrid work model. Work involves standard office activities including standing, sitting, walking, speaking, hearing and manual dexterity. Occasional lifting of 10-25 lbs. may be required.