

Position Summary

President & Chief Executive Officer ~ Richardson Chamber of Commerce

Richardson Chamber of Commerce (“the Chamber”) serves as the cornerstone of business and community development in the City of Richardson by providing tools and resources for member businesses to succeed within this thriving North Texas community. The organization has a combined chamber and foundation budget of \$930+K and its 400+ members range from small businesses to Fortune 500 corporations. The Chamber’s full-time and contract staff work with a pool of dedicated volunteers and civic leaders to contribute to the organization’s success. The Richardson Chamber’s vision is to be a recognized world-class organization that drives prosperity for its members and community. The commitment to this vision has led the Chamber to achieve 5-Star Accreditation from the U.S. Chamber of Commerce, a distinction granted to only the top 1% of chambers in the country. The Chamber’s annual program of work includes a variety of outstanding member networking events including: Young Professionals; Women in Leadership; support for the City’s economic development efforts; Leadership Richardson; golf outings and a bowling tournament; and an annual awards program. The Chamber’s 501(c)3 Foundation supports leadership and continuing education programs for the community. The organization has embarked on a \$1.2M capital campaign for an extensive office renovation that will result in more available space to host member and community events, more efficient office environment and workspace along with an attractive outdoor patio.

In 2022, business and civic leaders at the Chamber and the City made the decision to re-align responsibilities. This resulted in the City of Richardson taking on primary economic development activities and the establishment of a separate nonprofit called Tech Titans to serve the many technology-related entities in the area. The Chamber refocused with an emphasis on business development, networking, workforce, leadership, young professionals, and supporting the City’s core economic development efforts. With this “re-imagined” organization, Kim Quirk, who served as the Chamber’s Executive Director of Leadership Richardson, took on the additional responsibility as President & Chief Executive Officer. Kim now desires to return her focus on the Leadership Richardson program. As a result, the Chamber’s Board of Directors has launched a search for a new President & CEO to continue to lead the Chamber forward. More information about the Richardson Chamber can be found on its website: www.richardsonchamber.com

President & Chief Executive Officer (“CEO”) reports to the Chair of a 25-member Board of Directors which includes a 7-member Executive Committee. The CEO will also interact with a 13-member Advisory Board and 10-member Ex-Officio Board primarily made up of public sector leaders. This executive will supervise 4 full time staff (Executive Director-Leadership Richardson, Vice President-Member Services, Manager- Accounting & Human Resources, Director Engagement & Business Relations) and 4 contract staff (Government & Board Relationship Manager, Member Engagement Manager, Programs & Website Manager, Business Engagement Specialist). Other important working relationships include: City of Richardson, Collin County, Dallas County, State of Texas and national elected officials and their staffs; owners and executives of member businesses and other companies and organizations with current operations in the Richardson/DFW area; executives at other chamber and economic development organizations in the region and state including the North Texas Commission; education leaders; and members of the media. The CEO will manage day to day operations, provide strategic direction, grow and improve existing programming, increase membership, and build on the positive relationships and reputation of the organization. With a strong external focus, this leader will serve as a key advocate for the Richardson business community, involved in high-level interactions with executives at companies of all sizes, with government officials and their staffs at the city, county and state level, and local officials on politically sensitive projects and major expansions that impact the Richardson community and broader North Texas region.

Position Profile President & Chief Executive Officer ~ Richardson Chamber of Commerce

Ideal candidate must have a proven track record of success and may come from a variety of backgrounds such as: currently serving as a top executive within a progressive and comparably sized chamber of commerce, or related significant business association, private sector enterprise, or economic development-focused organization. At least 12 to 15 years of progressively responsible leadership positions is required with demonstrated experience working with the public sector and elected officials. Bachelor's degree is strongly desired. If candidate brings experience in the chamber industry, then a graduate of U.S. Chamber's Institute for Organizational Management or Certified Chamber Executive designation is desirable.

Richardson is a dynamic first-tier suburb located north of Dallas, Texas. With a population of 119,000, the city is known for its health sciences, tech, manufacturing, R&D and professional services businesses, rich diversity, and excellent city management. Situated in and around the Innovation District, Richardson is home to over 5,000 businesses, including 500 high tech and communications companies, known nationally as the Telecom Corridor. Richardson is recognized for its exceptional quality of life which includes two outstanding K-12 ISDs and multiple institutions of higher education. Located within minutes of all the amenities of the Dallas Fort Worth Metroplex, Richardson has carved its own identity as a sophisticated, modern suburb featuring award-winning family festivals, excellent restaurants, boutique to national shopping, championship golf courses, beautiful parks, miles of hiking and biking trails, and a variety of performing arts venues. Richardson is a short drive to DFW International Airport and Love Field and has easy access to major highways and thoroughfares.

Outstanding opportunity for an established executive to lead a well-respected, successful 5-Star chamber of commerce in a dynamic community experiencing growth and an outstanding quality of life. The new CEO will have the benefit of working in a region and state with a growth mindset, engaged and committed Board of Directors, experienced staff, and community partners who are eager to move the city forward. With a strong base of support from public and private sector leadership who collaborate well together, the CEO has an opportunity to make an immediate and lasting impact and, with others, play a key role in shaping the regional community immediately and into the future.

Contact: The client organization we represent, and WAVERLY PARTNERS firmly support the principle and philosophy of equal opportunity for all individuals, without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws. If you are aware of an outstanding chamber, economic development or business executive who meets these requirements and would be interested in evaluating this dynamic opportunity, please email Richardson@Waverly-Partners.com or contact either consultant at WAVERLY PARTNERS, the executive search firm retained by the Chamber Board on this search and the preferred provider of executive search services of the Association of Chamber of Commerce Executives.

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