



USHCC Vice President of Chamber Relations – Full Time Position

Washington, D.C. Office

Position Summary

The United States Hispanic Chamber of Commerce (USHCC) is searching for a mission driven and results oriented professional to serve as the primary point of contact and liaison between USHCC and local Hispanic chambers of commerce. The Vice President of Chamber Relations will be responsible for developing and maintaining relationships with local chambers of commerce to foster collaboration and support for our organization's mission. This is a crucial role in our organization and requires someone with exceptional communication and relationship-building skills, as well as a passion for community engagement. This position will work in partnership with team members across the organization and will report directly to the CEO.

Responsibilities

- Serve as the primary point of contact to more than 260 local Hispanic chambers of commerce across America on behalf of the United States Hispanic Chamber of Commerce (USHCC).
- Ensure Hispanic chamber memberships are up to date including billing and membership renewals. This role will be key to grow the USHCC membership with Hispanic Chambers across the country.
- Strengthen relationships with local Hispanic Chambers of Commerce members in partnership with USHCC departments (Educational Fund, Finance and Government Relations) working directly with Chambers on various initiatives and through the Chamber Region Leadership channels.
- Build relationships with local Hispanic chamber members to increase awareness and support of USHCC's mission in partnership with key USHCC departments and promoting USHCC programs and opportunities.
- Serve as the primary contact for USHCC Chamber Region Leadership alongside the USHCC CEO to ensure key updates and opportunities are shared at regional quarterly meetings and/or through additional communication channels utilized by the Chamber Region Leadership.
- Work closely with the Educational Fund leadership who oversees programs at USHCC (capacity building, technical assistance, and access to capital) and provide direct support to the team and participating Chambers on core operations deliverables, tasks and follow up required to execute on Chamber program priorities funded by partners. This includes signature programs such as Avanzar, Chamber Grants, and Elevate Together.
- Serve as a thought partner for the Educational Fund on program development and expansion of Chamber focused initiatives.
- Be the lead contact for Chamber track workshops for any USHCC signature events such as the

National Conference.

- Responsible for tracking and managing local Chamber feedback, data and suggestions through surveys, direct follow up and working closely with USHCC team in touch with Chambers and ensuring there is a feedback loop within the organization on next steps and/or can provide a status of local Chamber members in terms of interest areas, needs and updates aligned with the USHCC mission.
- Serve as the USHCC lead to follow up on opportunities for partnerships and collaborations with local Hispanic chambers of commerce in coordination with key USHCC departments related to strategic initiatives impacting Chambers such as accreditation programs and other opportunities aligned with the USHCC mission.

Qualifications

- Bachelor's degree in business administration, project management, or a related field is required.
- 7-10 years of proven leadership experience in nonprofit and chamber of commerce management.
- Chamber and/or Economic Development experience required.
- Highly skilled at collaboration, team player and servant leadership style preferred.
- Methodical and strategic thinker.
- Possess exceptional time and project management skills: ability to juggle and manage several deadlines and turn-around quick deliverables is expected.
- Strong written, oral, interpersonal, and presentation skills.
- Energetic, flexible, results-oriented, and proactive; a team player who can positively and productively impact strategic and tactical finance and administrative initiatives.
- Solid proposal drafting, analysis, and presentation skills.
- Fluency in the Spanish language and knowledge of Hispanic business culture is highly desirable.
- Demonstrated ability to build and maintain relationships with diverse stakeholders.
- Strong organizational and problem-solving skills.
- Familiarity with local Hispanic chambers of commerce and their missions a plus.

Benefits Include

- Medical, dental, and vision insurance.
- Paid federal holidays.
- Paid time off (PTO).
- 401K.

USHCC is committed to providing equal employment opportunities (EEO) to all employees and qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, political affiliation, genetics, disability, age, veteran status, or any other basis protected by law.

About USHCC

The United States Hispanic Chamber of Commerce (USHCC) is a nonpartisan and pro-business advocacy 501(c)(6) nonprofit organization that actively promotes the economic growth, development, and interests of more than 5 million Hispanic-owned businesses, that combined, contribute over \$800 billion to the American economy every year. It advocates on behalf of its network of more than 260 local chambers and business associations nationwide, and also partners with more than 260 major American corporations.

The USHCC was founded in 1979 is the largest Hispanic business advocacy organization in the United States, representing the interests of over 5 million Hispanic owned businesses. The USHCC Educational Fund is the 501(c)(3) arm of the USHCC that provides programming and resources to help scale, build capacity and leadership opportunities for our Hispanic entrepreneur ecosystem including 260+ Hispanic Chambers, Hispanic Business Enterprises and committed corporate partners across all sectors.

To apply for this role, please send a cover letter and resume to Careers@ushcc.com