



Position Fact Sheet

California Chamber of Commerce

Executive Vice President and Chief Financial Officer

Sacramento, CA



Celebrating over 43 years of excellence

This Position Fact Sheet is intended to provide information about the California Chamber of Commerce (CalChamber) and the position of Executive Vice President and Chief Financial Officer. It is designed to assist qualified individuals in assessing their interest.



ORGANIZATIONAL OVERVIEW

The California Chamber of Commerce, the largest state chamber in the United States, is entering a new era. The long-time CEO has retired (ably succeeded by Jennifer Barrera, formerly the Chamber EVP on policy and strategy) and the long-time EVP/CFO is also retiring. Building upon the Chamber's rich heritage, the new leaders and team will focus the Chamber on the future.

The California Chamber of Commerce (CalChamber) is a 501(c)(6) business trade organization representing 14,000 member companies of all types and sizes who employ one-fourth of the private sector workforce in California. Notably, more than two-thirds of CalChamber members have 100 or fewer employees. CalChamber has 100 employees and an annual budget of approximately \$30 million (60% products/40% membership). As the leading business group in the fifth largest economy in the world, CalChamber advocates to make California an even better place to live, work, and do business.

Active since 1890, CalChamber is one of the state's largest, broad-based business advocates to government. CalChamber advocates for member companies located throughout California by being deeply involved in behind-the-scenes meetings and discussions with the Governor and legislature, supporting business-friendly ballot measures, and helping shape proposed laws and regulations to streamline government and improve the job climate. CalChamber is also the leading advocate for California businesses with regulatory agencies and in the courts. CalChamber's website, calchamber.com, connects visitors to up-to-date information on legislative, court, and regulatory activity affecting California employers.

In addition, CalChamber is an expert HR-compliance resource for California employers; they monitor, analyze, and report changes in state laws as they happen, turning their expertise into products and services that help businesses more easily understand and comply with complex laws and regulations. HRCalifornia.com, dedicated to human resource issues, and calchamber.com/store, the source for products, services, and tools to help companies comply with employment law requirements, are major sources of revenue fueling the Chamber's advocacy efforts.



EVP/CFO POSITION SUMMARY

CalChamber is seeking to hire an innovative, analytical, and results-oriented for-profit executive with experience in finance, investing, information services, and operations; a businessperson steeped in finance and IT. Major strengths for EVP/CFO candidates should include the leadership, management, and technical skills to:

- Develop business plans
- Evaluate marketing opportunities
- Improve operations while simplifying business processes
- Administer investments
- Facilitate the implementation of computer software and hardware

This individual should also be skilled in financial reporting requirements (ideally, in nonprofit organizations), corporate financing, purchasing, project management, and the administration of compensation, benefit, and pension plans, as well as board-related responsibilities.

A social entrepreneur, the EVP/CFO will supervise the work of the following departments, maintaining the programs, policies, and activities by providing support and guidance:

Finance Department, which helps the Business Services Division identify opportunities to increase revenue, develop and administer compensation and benefit plans, manage facilities and leases, approve capital investments, negotiate working capital and medium-term financing, plan and coordinate insurance programs, and manage investment portfolios.

Business Services Division, which is CalChamber's primary revenue source. This division provides the latest employment law posters, online training services, and print and digital publications to help California employers meet changing state and federal employment law requirements. As well, Business Services markets the virtual and on-site seminars and webinars developed by Legal Services.

Information Technology Department, which is responsible for the staffing and infrastructure needed to maintain computer software and hardware, communications tools, cybersecurity, CalChamber's websites, CRM, Enterprise Systems, and the online store.



The EVP/CFO will also provide guidance and support to the:

Advocacy Department, which works with state legislators, regulators, and other key government staffers.

California Foundation for Commerce and Education, a tax-exempt, nonprofit corporation affiliate which functions as a nonpartisan “think tank”.

Legal Affairs Department, which supervises the Helpline and coordinates the strategy to bring together seminars and webinars which are marketed by Business Services.

Public Affairs Department, which helps evaluate political candidates and offers input on the appointment of high-level staff at the Capitol.

International Department, which maintains CalChamber as the only statewide business organization continually devoted to promoting international trade and exports with Congress.

Media Relations Department, which builds upon CalChamber’s reputation as the state’s foremost business advocate.

Human Resources Department, which recruits, screens, and trains job applicants and administers employee-benefit programs.



EXPECTED OUTCOMES FOR THE FIRST YEAR

It is expected that the Executive Vice President/Chief Financial Officer will achieve the following by the end of the first year:

- Within the first 90 days...
 - will have met with the executive staff, key board members, and employees to begin building relationships and an understanding of communication needs and high-priority activities already underway
 - will have conducted an informal “audit” of the CFO’s responsibility areas and shared those results with the CEO
- Within the first 180 days...
 - will have in place a continued development and bench strength plan for staff under the CFO
- By the end of the first year...
 - will have developed a strong understanding of the organization’s financial structure, including different revenue streams, short- and long-term investment accounts, 401k investments, healthcare plan and costs, and other major costs/expenses including department-specific current and future needs
 - will be effectively managing the organization’s finances by forecasting revenue and expenses, planning for projected expenses and revenue growth, overseeing the annual audit, managing investment advisors, managing the accounting department, and advising the CEO accordingly
 - will have developed an in-depth understanding of the business products and services offered by the Chamber, and will collaborate with management and the CEO on improving outcomes and efficiencies
 - will have developed a strong understanding of the organization’s IT needs and be managing the IT department to ensure critical infrastructure to support the organization is updated and implemented in a timely manner, as well as planning strategically for future needs



PROFESSIONAL EXPERIENCE (in priority order)

- Seven-to-ten-plus years of diverse and increasingly responsible finance and business experience. Open to all industries, but service sector preferred, as is for-profit sector experience
- Experienced in the successful management of the following for a division, branch, or organization:
 - finance, accounting, investing/treasury (the newer asset classes would be of interest),
 - information services (digitally forward thinker with recent experience in system change) and supporting product development
 - operations (to include mapping to strategy); experience with a wide variety of tasks preferred
- Experienced working with a Board (volunteer experience acceptable)
- Understanding of 501(c)(6) not-for-profit a plus

LEADERSHIP STYLE (in priority order)

- A partner with the CEO
- Team-oriented and an effective facilitator
- Demonstrates effective use of written and verbal communication
- A coaching-type style with staff
- A drive for helping to build the next chapter of the Chamber's success



EDUCATION/CREDENTIALS

- Business or accounting undergraduate degree. Graduate degree, CMA/CPA preferable
- Demonstrated track record of continuing professional education

VALUES / WORK STYLE / PERSONAL TRAITS

- Integrity, trust, and transparency
- Passion for helping California businesses do business
- A dedication to internal customer service
- Supportive

THE COMMUNITY

This position is located in Sacramento, the capital of California and the county seat of Sacramento County. Sacramento is located at the confluence of the Sacramento and American Rivers and is connected to the San Francisco Bay by a channel through the Sacramento River Delta. The Mediterranean climate is characterized by damp, mild winters and hot, dry summers.

The city of Sacramento is the cultural and economic center of the Sacramento metropolitan area, the fourth largest city in California, and the 25th largest in the U.S. Local universities include California State University, the University of the Pacific's McGeorge School of Law, and the University of California, in nearby Davis. The UC Davis Medical Center, a world-renowned research hospital, is one of 19 hospitals in the Sacramento region.

The Sacramento region is experiencing a profound shift in its competitive position, in large part due to an influx of entrepreneurs, businesses, creative professionals, and remote workers looking to escape costly urban living. The Greater Sacramento Area is a top employer in life sciences and health services. As part of the



agriculturally rich Central Valley, Sacramento is at the forefront of agritech innovation and is considered America's Farm-to-Fork capital.

Sacramento is also home to the NBA Sacramento Kings, the Sacramento River Cats (the San Francisco Giant's AAA baseball team), and Sacramento Republic FC, a USL Professional soccer team. The Golden 1 Center, a high-tech basketball and entertainment arena and the new home of the Kings, opened in 2016, starting a downtown renaissance. The remodeled and newly opened Safe Credit Union Convention Center Complex offers entertainment venues and convention space.

The Crocker Art Museum is one of the leading art museums in California. Plans are underway for the development of an adjacent park into a public, art-focused gathering place. The Sacramento metropolitan area boasts more than 200 parks, four public golf courses, and is known for outdoor recreation including hiking, skiing, canoeing, kayaking, running, and biking.

The world-renowned Napa Valley is an hour's drive away. San Francisco, Lake Tahoe, and more than a dozen ski resorts are less than a two-hour drive from Sacramento. Sacramento International Airport handles non-stop flights to and from more than forty-two U.S. destinations (including Hawaii), as well as Canada and Mexico.



COMPENSATION

The competitive compensation package includes a salary of \$250,000-\$300,000 plus a bonus based upon business performance. The excellent benefits include employer-paid health insurance for the employee and a 401(k)-retirement plan.

PROCEDURE FOR CANDIDACY

For confidential consideration, at your earliest convenience please email your chronological resume to:

CalChamber@wilcoxcareer.com

We strongly encourage and welcome applications from all qualified persons regardless of their race, sex, gender identity and expression, disability, religion/belief, sexual orientation, or age.

WILCOX MILLER & NELSON CONTACT

Ms. Tiffany Frisa
Client Services Associate
tfrisa@wilcoxcareer.com



Celebrating over 43 years of excellence

Wilcox Miller & Nelson is one of the Northern California's top executive and board search, and governance consulting firms. The firm prides itself on its industry-leading attention to detail and customized service approach, which ensures our clients receive the results they seek.