



The Committee of 100 Position of the Executive Director

The Committee of 100 is a non-partisan, non-profit association of Delaware business leaders that works to promote responsible economic development and address issues that affect Delaware's economic health. Originally organized in 1967 in response to issues in land use planning and state and local finance, The Committee of 100 has evolved into a broad-based organization that functions as a positive force, as well as a critical observer. We can bring to bear the expertise of our membership for the benefit of all Delaware citizens.

Our members recognize that effectively addressing quality-of-life issues — such as education, housing, transportation, the environment, health care, public safety, libraries, recreation, the arts, and social services — requires a healthy economy. The Committee of 100 monitors the proposals and actions of state, county, and municipal governmental bodies and agencies and actively participates in task forces, forums, hearings, and committees to address issues of importance.

The organization draws upon the considerable expertise of its members and does thorough research to address issues, approaching each issue with a balanced perspective to protect the existing community and the environment while facilitating responsible economic development

Key Responsibilities:

Under the direction and supervision of the Board of Directors, the Executive Director of The Committee of 100 holds the following roles and responsibilities:

Government & Legislative Advocacy:

- Serve as the public face of The Committee of 100
- Monitor and respond to economic development issues in the State of Delaware, with particular emphasis on New Castle County and the City of Wilmington, including keeping current on issues, conducting or overseeing research related to issues, providing or overseeing written responses or testimony, interfacing with key stakeholders and writing or overseeing the preparation of papers in support or challenging issues affecting economic development
- Serve on boards, committees, task forces, and working groups addressing economic development issues
- Attend key government and economic-development-related meetings and events
- Work to build coalitions with organizations impacting economic development
- Develop working relationships with key elected and appointed government officials

Program & Member Relations:

- With the Board of Directors, provide leadership, oversight, and management of The Committee of 100 and its mission
- Manage communications with members, including meeting announcements, newsletters, website design and management, social media, member surveys, and other means of enhancing member retention and the attraction of new members
- Produce written content for member communications and communications with public officials and the public
- Provide support to, and facilitate the work of, all committees of The Committee of 100
- Manage the Annual Auction and provide primary support for the Auction Committee
- Prepare the annual operating budget of the organization
- With the assistance of the Office Manager, manage the operations of the office including:
 - Board Meetings – production of agendas, materials, and minutes
 - Monthly Member Meetings – secure speakers, locations, menus
 - Operating Budget – financial reporting and fiscal controls
 - Office Operations – record and contact management, contract administration, technology, and supervision of staff and contract personnel

Core Competencies/Qualifications:

- Highly skilled at building relationships and connecting people
- Experience building and maintaining within-sector and cross-sector partnerships and collaborations, and when necessary, problem solving through partnership challenges and conflict.
- Strong skills in planning, organizing and attention to detail.
- Excellent oral and written communication skills, including strong presentation skills
- Ability to inspire, communicate with, and lead a Board of Directors; diverse staff; and committed volunteers
- Proven finance knowledge and financial management experience
- Cultural responsiveness and empathy, including listening to and communicating with diverse groups.
- Ability to attend meetings virtually or in-person throughout the state.

Education/Experience Requirements:

- Bachelor's degree and/or 5+ years of experience in a comparable position
- Experience in government relations, public policy or economic development is preferred
- Non-profit, industry or trade organization leadership experience is preferred
- Experience in event planning is preferred

To Apply:

For any questions or to apply, please submit a cover letter and resume via email to info@committeeof100.com with the Subject "Executive Director". Applicants will be reviewed on a rolling basis. The position will be open until filled.

The Committee of 100 is an equal opportunity employer. All qualified applicants will be contacted for interviews.