



## Greater Mankato Growth, Inc.

### Executive Vice President (EVP)

<b>Department</b>	Greater Mankato Growth, Inc.
<b>Reports To</b>	President/CEO
<b>Supervisory Duties</b>	Yes
<b>FLSA Status</b>	Exempt
<b>Benefits</b>	Yes

### POSITION DETAILS

The Executive Vice President of Greater Mankato Growth, Inc., an integrated family of business units, provides strategic leadership, working closely with the CEO and Board of Directors to align operations and programs with the organization's mission. The EVP oversees key functions of the chamber of commerce including program management, fundraising, financial oversight, and stakeholder engagement, ensuring efficient operations and impactful outcomes. Additionally, the EVP leads teams, supports governance, and builds partnerships to drive the organization's long-term success and sustainability. This role involves strategic planning, relationship building, and advocacy efforts to create a vibrant business environment and represents the interests of members. This position requires a dynamic individual with exceptional leadership, strategic planning, and relationship-building skills.

#### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Lead the Chamber of Commerce business unit, including membership sales and retention, program development, events, marketing, communications, and advocacy efforts.
- Ensure all activities align with the organization's mission and contribute to the vitality of the Greater Mankato marketplace.
- Coordinate the work of and mentor the GMG, Inc. staff, with emphasis on chamber of commerce operations, fostering a collaborative and high-performing work environment.
- Design, deliver, and evaluate programs and events that add value to membership offerings and elevate the organization's visibility and impact.
- Continuously assess members' needs to ensure offerings remain relevant, impactful, and innovative.
- Coordinate policy and legislative efforts for the Chamber of Commerce and other GMG, Inc. business units, ensuring the organization remains an effective advocate for its members.
- Build relationships with policymakers, business leaders, and stakeholders to influence and advance initiatives that benefit the regional economy.
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- Serve as a visible and engaged leader in the Greater Mankato community, building and maintaining relationships with business leaders, members, and stakeholders.
- Represent the organization at community events, meetings, and other public forums to further its mission and objectives.
- Provide leadership and organizational support in the absence of the President and CEO, ensuring continuity of operations and decision-making.
- Assist in the development of the annual budget and monitor revenues and expenses to adhere to budget expectations.
- Work in concert with other GMG, Inc. business directors to deliver the mission and vision of Greater Mankato Growth, Inc.

### Supervisory Duties and Responsibilities

- In the absence of the CEO, direct and manage all GMG, Inc. staff, provide clear guidance and set performance goals.

Chamber Business Unit Team Leader with Program Oversight and Workflow Prioritization:

- Provide strategic input and daily guidance.
- Provide leadership in coordinating initiatives within the designated business unit.
- Serve in a mentoring and operation coordination role with fellow GMG, Inc. staff.
- Advise on personnel matters but final decisions rest with the CEO

## **POSITION REQUIREMENTS**

### Required Skills, Experience, and Education

- Bachelor's degree or relevant industry experience
- Public relations/government relations experience
- Public Speaking Skills
- Financial planning/budget management
- Valid driver's license
- Proficient in Microsoft Office Suite

## **CORE COMPETENCIES**

- Strong interpersonal skills
- Strong communication skills, with the ability to clearly and concisely explain and summarize complex topics either verbally or in writing.
- Ability to foster collaboration and cohesive teamwork, both internally and externally.
- Ability to align goals with the organization's mission.
- Project management and goal setting



### Physical and Mental Requirements

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Activities that occur constantly (5–8 hours/shift): sitting, talking, hearing
- Activities that occur frequently (2–5 hours/shift): standing, walking, repetitive motions, eye/hand/foot coordination
- Activities that occur occasionally (up to 2 hours/shift): reaching, handling, grasping, feeling
- Activities that occur rarely (do not exist as regular part of job): lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling.

### Working Conditions

- The work is primarily office-based with the potential need for occasional lifting of office supplies of up to 20 pounds.
- Attendance at Board of Director meetings and other related sessions and events may be required.
- Occasional overnight travel.
- This position requires irregular hours, often exceeding 40 hours per week, including early mornings, evenings, and occasionally weekends. As a professional salaried role, the focus is on delivering results rather than strictly adhering to a 40-hour workweek. The responsibilities of this role demand flexibility and a willingness to invest additional effort to achieve goals. Accountability for outcomes is a key expectation, which may necessitate dedicating extra hours to ensure the success of projects and the timely completion of deadlines.

Greater Mankato Growth, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodation with the employer.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

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Employee Name

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Employee Signature

Date

*EEO Policy: Greater Mankato Growth, Inc. and its subsidiary companies are committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law*



*Greater Mankato Growth, Inc. includes four business units –  
Greater Mankato Growth, Visit Mankato, City Center Partnership and GreenSeam*