
Position Description

VICE PRESIDENT OF OPERATIONS Pacific Summit Resources, LLC

Position Summary:

The National Center for APEC is seeking an entrepreneurial leader to help launch Pacific Summit Resources, LLC, a wholly-owned Limited Liability Corporation (LLC) of the U.S. National Center for APEC, which provides organizers of executive-level business summit events with a wide range of consulting services including program development, sponsor recruitment, and logistical support. The National Center for APEC has long-standing relationships with the major U.S. companies and international clients throughout the Asia-Pacific region. The Vice President of Operations leads the staff team of the Pacific Summit Resources and reports to the President of the National Center, who is also the President of the LLC.

Duties and Responsibilities:

- Business Development and Planning
 - Develops and articulates a strategic vision for the LLC that guides allocation of effort, management of resources and development of relationships to support LLC and NCAPEC objectives within the annual planning cycle;
 - Develops plans for sustainable continuity for programs in subsequent years;
 - Maintains program of archives and 'lessons learned' to build cumulative knowledge on Summit support operations;
 - Identifies and pursues appropriate opportunities for additional partnerships and projects.
- Personnel
 - Responsible for providing personnel estimates and staffing recommendations to the President;
 - Interviews applicants and makes hiring recommendations to the President;
 - Responsible for evaluation of all LLC employees.
- Program Support
 - Responsible for development of operating structure of the LLC, including roles and responsibilities of all team members;
 - Responsible for execution of the LLC mission, including development of timelines, interim and final goals and objectives, resource allocations, and criteria for evaluation of success;
 - Oversees all external contracting for the LLC, including contracts with Summit organizers, as well as sub-contracts with vendors and other service providers;
 - Responsible for coordination and relationship management with peer organizations and entities.
- Finance and Budget
 - Responsible for development and execution of an annual budget to support the LLC's operations;
 - Supervises accounting and management of all funds to ensure compliance with relevant laws and regulations.

- Customer Liaison
 - Provides outreach and guidance to various APEC economy host committees; responsible for business development and contract negotiation with event hosts.
- Guide development and oversee execution of PR/Media strategy to support LLC operations:
 - Identify key media and public outreach messages;
 - Coordinate and approve press releases; website; social networking presence; outreach events and media interviews; mobile app.
- With the leadership of the National Center, develop and maintain robust relationships with U.S. business community sponsors and participants in Summit activities.

Education and Experience:

- Bachelor's or advanced degree is required;
- Proven knowledge in leadership and strategic management;
- A minimum of 8-10 years of experience with a focus on personnel management, successful execution of chief executive or "C-suite" level events;
- Proven ability to build and motivate teams;
- Extensive experience in managing multiple complex projects;
- International experience strongly preferred.

Core Competencies:

- **Communication and Negotiation:** Excellent oral and written communication skills. Able to effectively negotiate to achieve objectives and produce positive outcomes. Effective at developing positive relationships with personnel and external stakeholders;
- **Leadership and Teamwork:** Excellent management skills, with the ability to lead while inspiring teams to accomplish objectives;
- **Decision Making:** Able to exercise solid judgment to accomplish objectives taking into account all factors including risks, implications, costs, and values;
- **Analytical thinking:** Able to think logically and systematically.

Compensation:

Commensurate with experience. Competitive benefits package and excellent working environment.

To apply:

Please submit a cover letter, resume and three professional references with telephone numbers by **21 February 2013** to Marilou Christiansen at mchristiansen@ncapec.org. NOTE: No telephone calls or personal office visits please.

Based on the Immigration Reform and Control Act of 1986, applicants who are selected for employment will be required to verify authorization to work in the United States.