

## **President and CEO of the Rockville Chamber of Commerce**

The Rockville Chamber of Commerce is seeking a dynamic, growth-oriented leader to serve as its President/CEO. This position is responsible for all aspects of daily Chamber operations, including effectively leading the organization, promoting positive member and community relations, supporting legislative advocacy with the City and County, and building community relations. This position reports directly to the Executive Committee of the Board of Directors.

### **About the Role**

The President/CEO is responsible for day to day operations, long-term planning, ensuring membership and revenue growth and prosperity of the Chamber. S/he must develop and maintain strong working relationships with the business community, city and government officials, and public organizations to foster a nurturing business environment for members. Supported by highly engaged and dedicated volunteers, this hands-on Chamber CEO will ensure the success of the strategic plan by supporting its members, being the voice of business, and building sustained revenue growth to support Chamber initiatives. S/he must conduct themselves with the utmost levels of integrity and professionalism in order to enhance the credibility and reputation of the Chamber.

### **Management and Oversight**

Responsible for carrying out strategic plan created together with the board directors.

Provide leadership and oversight to Chamber staff in Rockville Rewards Program Manager.

Develop and maintain professional relationships with business and community organizations as well as elected officials.

### **Financial**

Understanding of general accounting practices and oversee the finances of the Chamber

Protect, engage and retain current membership, generate new members, raise sponsorship funds and identify new revenue streams

Develop an annual budget for the Chamber's operations that delineates projected revenues and expenses.

Update books in QuickBooks each week and provide monthly statements to financial support team for reconciliation

### **Programs**

In conjunction with the Programs Chair, the CEO will work to make programs and events valuable, current, and useful for the Chamber's constituency. Provide oversight, support and direction to those programs.

### **Membership**

Maintain working relationship with all active members of the Chamber.

Reach out to inactive members to re-engage them.

Recruit new members.

### **Legislative**

In partnership with the Montgomery County Business Coalition, advocate on behalf of the business community at a county level.

Work with the legislative committee on City advocacy. Testify at Mayor and Council meetings as necessary.

The successful candidate will have a Bachelor's degree, proven track record of community development and business initiatives, experience in developing and successfully implementing strategic and visionary direction for an organization, a minimum of seven (7) years broad based executive, and outstanding written communication and public presentation skills. Occasional nights and weekends required. The ideal candidate will possess a genuine understanding of issues facing the Rockville and Montgomery County business community. Prior experience at a chamber of commerce or member based organization preferred. Institute of Organizational Management (IOM), Certified Association Executive (CAE) or Certified Chamber Executive (CCE) preferred. The President/CEO is expected to be an active member of the Rockville community.

This role currently operates from the Rockville Chamber Office which is located at 1 Research Court, Suite 450, Rockville MD. It is headquartered in the Intelligent Office executive office suites. Compensation for this position ranges from \$80,000 to \$100,000 plus retirement benefits.

Interested candidates should submit a resume, with a cover letter briefly describing their vision for the organization to [search@RockvilleChamber.org](mailto:search@RockvilleChamber.org).