

Sherwood Chamber of Commerce CEO Job Description

The mission of the Sherwood Chamber of Commerce is to give value to our members and the community through innovation and bold leadership and programs that develop the business climate.

SUMMARY: The Chief Executive Officer (CEO) develops, plans and manages the Sherwood Chamber of Commerce. The CEO is head of the organization and reports directly to the Sherwood Chamber of Commerce Board of Directors. The CEO oversees the organization, coordinates special events and is responsible for the general management & direction of volunteers, staff and activities. The CEO is responsible for the implementation of the policies and budget as approved by the Board.

JOB FUNCTIONS

- Guides the overall vision and direction for a 200+ member Chamber of Commerce
- Manages the Chamber's office and business affairs
- Evaluates the need, negotiates agreements and performs other tasks as needed to support the Chamber Mission.
- Serves as custodian of corporate records
- Supervises all personnel, both paid and voluntary
- Serves as member and leads all Chamber committees
- Establishes proposals, projects, and contracts
- Oversees development activities and events including fundraising campaigns, membership campaigns, development events and public relations.
- Builds and promotes effective teams to implement Chamber programs
- Coordinates, manages and promotes all Chamber events
- Manages the organization's finances, including annual budget and reports
- Recruits and works to retain Chamber membership
- Raises funds on behalf of the Chamber and its programs
- Represents the Chamber to the public and maintains a positive image of the Chamber within the Community.
- Oversees the management of the Sherwood Visitor Center

EXPANDED EXPLANATION OF DUTIES:

- **Program of work:** Guides the development of the Chamber's overall program of work. Is responsible for directing and implementing - with the aid of the staff and volunteers -the program of work including all polices adopted by the Board of Directors.
- **Committees:** Supervises or delegates supervision and management of all committees. Assists the Board of Directors in selecting qualified personnel for committee assignments. Directs appointments to committees. Directs or organizes

specific Committee projects, plans and arranges meetings, supervises the preparation of notices, report and other materials.

- **Policy**: In consultation with the Board of Directors plans long-range policies to help achieve important community goals. Coordinates work of all committees.

- **Finance**: Has general responsibility for management of the organization's finances. Prepares annual budget in conjunction with the Board of Directors. Develops general plans for meeting the budget. Submits budget for approval of the Board of Directors, approves all specific expenditures under the budget adopted by the Board.
- **Membership Maintenance**: Directs all membership solicitation efforts, including solicitation of new members and maintenance of current members. Oversees record keeping for such purposes. Prepares membership solicitation letters to prospects, along with other material pertinent to membership promotion. Compiles statistical information for membership. Directs follow-up or contact of all delinquent members for renewal of membership.
- **Local Business Support**: Schedules monthly meetings with topical speakers. Develops strategies to substantially increase attendance. Schedules and coordinates monthly mixers and ribbon cutting events.
- **Events**: Plans, implements and coordinates Cruisin' Sherwood and other chamber events – secure title sponsorships, recruit and train volunteers, develop timeline, marketing, PR, and all other aspects of the events.
- **Personnel**: Has general responsibility for all personnel including recruiting, hiring and firing.
- **Record Keeping**: Directs the keeping of proper membership and financial records, including proper billing, recording of dues and classification. Directs maintenance of all current membership and maintenance of master files. Prepares and maintains reports concerning membership and finance for officers and directors.
- **Member and Public Relations**: Responsible for all communication to the membership and public. This includes:
 - **Correspondence**
 - **Official Publications**
 - **News Releases**
 - **Newsletters**
 - **Public Speaking**
 - **General**

QUALIFICATIONS:

- Progressive, motivated and creative leader
- Background in business, economic development and community leadership
- Superior interpersonal skills
- Background in working with volunteers, boards, government agencies and the public.

- Demonstrated ability to develop and implement programs, achieve goals, and succeed under demanding conditions
- Experience in managing and leading staff
- Experience in fund-raising, marketing and public relations
- Experience in preparing and managing a budget
- Must be proficient with Microsoft applications
- Experience in Chamber Master a plus
- Must be able to work with minimal supervision.
- Demonstrated ability to work in a complex, politically-sensitive environment
- Excellent oral and written communication skills
- Experience in coordinating special events
- Demonstrated ability and working experience with a Chamber or similar organization
- Group consensus building, sense of vision and leadership skills required
- Executive background with some public relations experience
- Good knowledge of the Sherwood area, its amenities and business atmosphere
- Ability to supervise and direct all office staff and the ability to work closely with and under the supervision of the Board of Directors
- Skills necessary to maintain good communication with membership, including regular personal contacts
- Participate in Chamber programs and maintain a high level of attendance at functions, events and meetings thus maintaining an up-to-date knowledge of Community and Chamber relationships and activities.
- Must have a working liaison with all news media and business and economic development groups and agencies

EDUCATIONAL/EXPERIENCE:

Bachelor's degree and/or extensive Chamber or equivalent management experience.