

# *Job Description*

## *Wayne County Chamber of Commerce*

### **President/Executive Director**

#### **Employer Information**

The Wayne County Chamber of Commerce is a membership organization and is located in Goldsboro, NC approximately 50 miles east of Raleigh, NC and the home of Seymour Johnson Air Force Base.

#### **Summary of Position**

The President of the Wayne County Chamber of Commerce is responsible for the effective operation of the organization; for the direction of operations and activities of the organization as a whole; and for advising and making recommendations to the Officers and Board of Directors with respect to these activities and policies. Also, serves as Executive Director of the Wayne Charitable Partnership, managing the financial concerns of the affiliate programs and the needs of the lease building.

#### **Summary of Duties, Responsibilities and Authority**

Within the limits of the Bylaws and policies established or authorized by the Board of Directors, he/she is responsible for, and has commensurate authority to accomplish, the duties set forth below.

- \* Is responsible for the creation & implementation of a 5 year strategic plan.
- \* Is responsible for developing and implementing programs to increase and retain members.
- \* Is responsible for formulating and recommending policies and programs, including financial and budgeting programs, for approval of the Board of Directors through development of an annual program of work and budget.
- \* Sees that the Board of Directors, Executive Committee and key committee members are kept fully informed on the conditions and operations of the Chamber.
- \* Is primarily responsible for monitoring government relations affairs; informing Chamber members as to implications of and recommended responses to government affairs activities. Maintains effective relations with government officials and other organizations, public and private.
- \* In concert with the Chair of the Board, serves as spokesman for the Chamber.
- \* Sees to the development of specific policies, procedures and programs to implement the general policies and activities authorized by the Board of Directors.
- \* Sees that sound plans of organization are maintained for the office and oversees the direction and coordination of all approved programs, projects and major activities of the staff.
- \* Is responsible for hiring of personnel, maintenance of salary administration procedures, and has ultimate responsibility and authority with respect to promotions and terminations.
- \* Sees to the development and maintenance of standards of performance with respect to all programs and services of the Chamber.
- \* Provides the necessary staff liaison to committees.
- \* Authorizes and executes such contracts and commitments as may be authorized by the Board of Directors or established policies.
- \* Executes such other general responsibilities as may be delegated by the Board of Directors.

## QUALIFICATIONS/KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS

To execute the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Leadership—the individual inspires and motivates others to perform well and accepts feedback from others.
- Demonstrates the core competencies necessary to lead a non-profit organization such as the Chamber.
- Analytical—synthesizes complex or diverse information, exhibiting the ability to read, analyze, and interpret the most complex documents.
- Reasoning ability – exhibits the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Problem solving—identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Oral and Written communication—speaks clearly and persuasively in positive or negative situations. Ability to make effective and persuasive speeches and presentations to top management, public groups, and/or boards of directors articles using original or innovative techniques or style. Presentation skills that assure productive meetings and that exhibit the ability to respond effectively to the most sensitive inquiries or complaints.
- Delegation—delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- Management skills—includes staff in planning, decision-making, facilitating and process improvement; makes self available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- Quality management—looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- Planning/organizing—prioritizes and plans work activities, uses time efficiently and develops realistic action plans.

## ESSENTIAL FUNCTIONS

- Effective operation of the Wayne County Chamber.
- Direction of operations and activities of the organization as a whole.
- Advising and making recommendations to the Officers and Board of Directors on the effective operation and activities of the chamber.
- Serve as Executive Director of the Wayne Charitable Partnership, managing the financial concerns of the affiliate programs and the needs of the lease building.

## EDUCATION, TRAINING AND EXPERIENCE

The ideal candidate must have a proven track record of success. At least 5 years in a leadership position in a comparably sized Chamber of Commerce or related significant business association. Experience as a # 2 or other senior level executive at a larger like enterprise as noted above. Significant board interaction and experience leading large numbers of volunteers is strongly desired. Applicants should possess exceptional leadership/communication skills. Experience with military bases is preferred.

## PHYSICAL DEMANDS

Must not have any voice sensory or physical impairments that would preclude use of phones, public speaking, reading (hardcopy and e-mail), writing, use of computers and other types of office equipment. Must be able to lift and carry up to 20 lbs. Must have the capacity to travel independently by public and private transportation.