



Position Title: President & Chief Executive Officer (CEO)

Supervisor: Chair, Board of Directors

Overview

The President & CEO has the primary responsibility for the strategic direction and fiscal health, as well as the day-to-day operations of this over 400-member regional chamber of commerce. This position will, in consultation with the Board, identify and execute the organization's strategic plan to support the economic vitality of the region and address key issues facing member companies. The President/CEO facilitates, builds and strengthens the Chambers' relationships with key local, state and federal representatives to advocate for regional business interest, as well as partners with other chambers, business organizations and community groups for the overall success of the Chamber's mission and the community at large.

The successful candidate must possess or demonstrate the following:

- Hardworking
- Integrity, passion, energy, sincerity
- Self-starter & ability to manage multiple priorities
- Superior time management
- Accomplished interpersonal skills
- Consensus building skills working with various chamber stakeholders
- Visionary
- Strategic and Operational planning

Qualifications

- Minimum three (3) years executive level leadership (*Chamber, business association, economic development experience preferred*)
- Bachelor's degree is required (*Advanced degree in business, law, public administration or related field preferred*)
 - IOM (Institute of Organizational Management) Certification from the US Chamber of Commerce preferred
- Experience directing services to businesses
- Experience managing in constrained fiscal environments
- Excellent oral and written communication skills
- Demonstrated leadership, organizational and administrative skills
(*Including: leading and directing professionals, working collaboratively in the areas of budget planning and control, staff development, fundraising, donor management, Board development, strategic planning, public relations and government relations*)
- Demonstrated proficiency with social media and technology

Position Summary

- Oversees and manages all chamber activities, functions, staff and financial resources
- Reports to the Chamber Board Chair
- Develops and maintains strong working relationships with the business community, local government, and other non-profits organizations
- Plans, coordinates and executes fund raising activities and community events
- Enthusiastically works with all constituents and community members to promote a positive and vibrant community appealing to business owners, employees, retirees and the area at large

Compensation is dependent upon experience. This is an exempt position.