

President and CEO Great Falls Area Chamber of Commerce

The Great Falls Area Chamber of Commerce is seeking a President and CEO for a member-driven, nonprofit organization established in 1888 by a group of local business people. Since its inception, the Chamber has been instrumental in promoting, protecting, and serving the business community. Our Goal: Convening Leaders to be a catalyst for growth and champions for growth while being optimistic and realistic.

President and CEO:

The President and CEO of the Great Falls Area Chamber of Commerce is responsible for initiating, implementing, and evaluating all aspects of the Chamber activities. The President and CEO will have a major role in creating, directing, and influencing policy development and all Chamber membership and development functions. The President and CEO is involved in high-level interaction with executives of companies of all sizes, education leaders, community organizations, military senior leadership, foundations, and government officials on economic and community development initiatives.

Membership Driven Organization 501(c)(6)

(The Chamber accepts no state or municipal grants or government funding)

Pay: \$75,000-\$90,000; depending on experience

Staff: 4 -

Board: 18 elected, 9 ex-officio

SPECIFIC RESPONSIBILITIES:

- Work closely and cooperatively with the Board of Directors, and develop, and implement a well-defined, measurable, program of work for initiatives and programs within the Chamber and committees.
- Serve as the key partner for the City of Great Falls and Cascade County to help foster a positive business climate in the community.
- Continually and critically evaluate the Chamber's programs and services to maintain their effectiveness and efficiency. Submit recommendations for improving programs and develop innovative new programs in keeping with contemporary needs while maintaining balance and focus.
- Collaborate with the Board and partner organizations to identify and manage the Chamber's relationships and advocacy efforts before relevant local, regional, state, and federal government bodies to achieve desired outcomes. Leverage and maximize the Chamber's influence through positive relationships.
- Follow community and legislative actions impacting business, communicate to the Board of Directors when action is needed, and support action that would improve the region's business climate.
- Ensure sustainability of the Chamber by continuous growth of member companies, continuous growth of revenue from member investments, events and other sources, and management of the Chamber's financial affairs, including the preparation of an annual budget, and providing monthly financial updates.
- Lead in building partnerships and programs with the US Military, City of Great Falls Area, Cascade County, Tourism Alliance (Convention and Visitors Bureau, Tourism Business Improvement District), Great Falls Downtown District, Great Falls Development Authority, and educational partners.
- Work with staff to continually improve on the value of the Chamber's programs that result in the attraction of new members and the retention of existing members.

- Administer the development and implementation of annual activities, budgets and monitor the procedures and reports necessary for sound management.
- Assure that daily activities of the organization work to serve members, partners, the community, and others, as appropriate.
- Effectively Communicate with Board, staff, and membership
- Through personal contact with key community leaders, partners and members, the President and CEO will represent the Chamber in meetings locally and statewide.
- Serve as the official spokesperson for the Chamber with the media, as primary liaison with elected, and appointed governmental officials, major trade and professional organizations and other constituencies.
- Maintain and continually develop a diverse group of volunteer leaders of the Chamber using committees as the focus.
- Manage a highly effective and efficient organization as measured by staff performance, membership satisfaction, quality programs and initiatives and revenue and expense management.
- Provide leadership, motivation, and professional development for all staff members.
- Annually Review Staff

KNOWLEDGE AND EXPERIENCE

- Experience developing and executing annual work plans for a membership-based organization or applicable experience.
- Demonstrates knowledge with the unique challenges of running a membership-based operation; experience with the dynamics of a chamber of commerce or similar membership organization preferable but not required.
- History of creating programs and initiatives that focus on increasing economic vitality and quality of life; creating value for membership.
- Knowledgeable about the military to promote positive relationships and advocating for current and new emerging missions.
- Knowledgeable about the importance of the tourism industry and its impact on the region.
- Successful experience forging productive alliances across private, public, and governmental sectors and leading public/private partnerships.
- Experience actively promoting an organization; track record of new membership growth and retention, increased value and appropriate expansion, while being focused and successful.
- Demonstrates ability to manage financial affairs of an organization and communicate effectively with Board of Directors.
- Professional experience with public relations, media relations, and public speaking.
- Experience in marketing and selling a community and region.
- Knowledge of workforce training and development issues and implementing programs in collaboration with educational partners to address needs.
- Strong background interacting and communicating with multiple audiences at the public, Private, and media level; strong public speaking abilities. Ability to effectively articulate goals, objectives, and policy positions of the Chamber to the media and the community.
- Excellent listener; outstanding written and oral communication skills; effective presentation skills to multiple audiences.
- Experience bringing groups and individuals together around complex issues.
- Experience with governance issues and Board of Director interactions.
- Managing and following Bylaws and being mindful of employee handbook.

LEADERSHIP AND PERSONAL SKILLS

- Strategic visionary thinker - ability to set sights on a new future, constantly identifying challenges, threats and opportunities that exist in the environment - ability to think differently about how the businesses environment operates and look for new ways to solve problems.

- Communicator - open and candid about the state of the business environment, acknowledges concerns, works at building morale, celebrates all wins, and encourages others to be proactive about helping to improve the business environment within the region.
- Relationship builder - ability to ensure alignment within the organization so that everyone is working towards the same goals and that they understand any changes in direction.
- Inclusion - promotes diversity and inclusion in developing, attracting and retaining minority-owned businesses and interests.
- Networker - ability to build collaborative and productive relationships with others and maintains a wide network of contacts that can be leveraged on behalf of the organization's goals.
- Impact and Influencer - ability to generate support from others to achieve the desired outcome, especially in situations where there is no clear "ownership" of the issue under discussion. Exhibit this competency in a planned and strategic way, never randomly. Encourage others to want to follow them even when they don't have to.
- Driver for Results - ability to continually focus on achieving positive, concrete results that contribute to the business success of the organization. Display a genuine passion for the region. Seek ways to overcome competitive challenges and develop opportunities.
- Able to "connect-the-dots" - able to accurately assess situations, offer realistic ways for improvement and help stakeholders understand what they can contribute.
- Set Personal goals to be accomplished for each year as well as goals for chamber staff and organization as a whole. This is to be used to measure success annually.

QUALIFICATIONS:

Ideal candidates for the position would have a proven track record in executive leadership, strategic planning and implementation, experience with non-profit organizations, Board management, membership development, budget and operational management, public advocacy, building and maintaining collaborative partnerships. In addition, all candidates should be expected to present the following:

- Bachelor's Degree or Equivalent Chamber Executive Experience
- Certified Chamber Executive preferred
- Required minimum of five years of progressively responsible leadership experience, preferably with a membership-based organization, with two or more in a leadership position.
- References

NOTE: Additional Salary Information: Salary will be competitive and commensurate with experience and qualifications.

SELECTION PROCESS:

Candidates for this position will be evaluated by our Selection Committee. The most qualified individuals will be invited to participate in the next phase of the selection process. Candidates invited to participate will be subject to background check. For consideration, please submit letter of interest and resume to:

Great Falls Area Chamber of Commerce
Attn: Selection Committee
100 1st Ave North
Great Falls, MT 59401

Or email: applications@GreatFallsChamber.org