



OTTAWA

AREA CHAMBER OF COMMERCE

LIGHTING THE WAY FOR OUR COMMUNITY

Job Description **Ottawa Area Chamber of Commerce** **For the position of: President**

Key Responsibilities:

1. Provide general oversight of all Chamber employees, programs, and activities
2. Create effective channels of communication with community, state, and national resources for local economic development
3. Direct the financial operation per the approved budget; oversee fundraising events on behalf of the Chamber
4. Focusing on new business location as well as membership retention and expansion efforts, creating jobs and community wealth. Serve as the point of contact for all community development issues
5. Creating Professional Development opportunities to offer Chamber employees and members

PERSONAL CHARACTERISTICS: Ethical leadership; ability to listen; ability to move and act with urgency; ability to engage others; ability to appreciate others; ability to work with complex problems and personalities; willingness to tackle problems; passion.

KNOWLEDGE, SKILLS, ABILITIES & EDUCATION:

- Highly motivated with a strong desire to achieve goals
- Possess strong professional skills in working with business owners and entrepreneurs
- Ability to prospect/cold-call new businesses
- Superior organizational skills and problem-solving skills
- Strong verbal and effective written communications skills
- Proficient in Microsoft Office Suites, database software and Apple products
- Capable of maintaining sensitive/confidential information
- Must have the ability to foster the values of member relations
- Must be a team player that works well in an adapting environment
- Exceptional people skills with an outgoing personality
- Good public speaking skills - good listener
- Exhibit professional appearance and conduct at all times

OPERATIONS DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:

1. **Provide general oversight of all Chamber employees, programs, and activities.**
 - I. Serve as the contact to the Board of Directors, including Board meeting preparation
 - II. Work directly with the Chamber and board of directors to carry out the strategic plans and accomplish set goals, including commitment to developing the leadership skills of staff, board members and committee chairs
 - III. Responsible for the Chamber's image and communicating the purpose, mission, and message to promote the Ottawa and Franklin County area resulting in member recruitment and retention
 - IV. Commitment to inspire others to make the vision of the chamber to become reality

- 2. Create effective channels of communication with community, state, and national resources for local economic development.**
 - I. Maintain a positive relationship with Mayor, City Commissioners, City Manager and County Commissioners as it relates to community development and government affairs issues
 - II. Business advocate- president will represent its members' interest at local, regional, and state levels on public policies that impact competitiveness and the ability to do business in the region
 - III. Facilitate meetings that will reach a consensus on development needs and direction
 - IV. Represent the Chamber at regular meetings of Main Street, Franklin County Development Council, and other Chamber Exec Associations, and all other pertinent groups/associations
- 3. Direct the financial operation per the approved budget; oversee fundraising events on behalf of the Chamber.**
 - I. Maintain financial budget approved annually by the Board of Directors
 - II. Lead Event Sponsor solicitation as needed
 - III. Respond to building and property needs within the parameters of the building repairs budget. This includes, but not limited to: arranging for annual termite inspection, keeping air filters and light bulbs changed, and making sure that lawn & building maintenance is performed regularly
- 4. Focusing on new business location as well as membership retention and expansion efforts, creating jobs and community wealth. Serve as the point of contact for all community development issues.**
 - I. Handle all communication with clients (i.e., Ottawa & Franklin County-specific data regarding income, employment, retail sales, etc.)
 - II. Collaborative leadership to address issues that determine future quality of life, i.e., Competitiveness, transportation, multicultural relations, education, health, and community stewardship
 - III. Continue strong working relationship with the Franklin County Development Council, Department of Commerce, Ottawa University, USD 290 and School Board and Neosho County Community College to capitalize on every desirable growth opportunity
 - IV. Investigate grants and other opportunities to aid in community development plans of Ottawa or Franklin County
- 5. Creating Professional Development opportunities to offer Chamber employees and members.**
 - I. President will provide business development that connects our members to the people, information, and resources they need to grow their businesses and make a positive impact on the future of the region
 - II. Oversee the development of, maintain & improve technological applications such as smart phone apps and website. Keep website and other technological applications (Smartphone app) up to date with correct and factual economic development-related information

The President/ CEO position requires a high level of involvement in local activities. It is preferable that candidates live in or near the Ottawa/ Franklin County area. Working on-site is required. An official job offer is contingent upon board approval.

***Upon Applying, please include both a cover letter and a resume
Applicants will be expected to provide references upon request
Please forward applications to: John@ottawakansas.org by COB Friday, February 3rd***