



## **Position Description Synopsis:** ***President***

Reporting to the Board of Directors of the Rochester Regional Chamber and Rochester Regional Chamber Foundation, the President is responsible for overall strategic and operational responsibility for staffing, programs, and execution of mission. The President oversees the management and operation of the Chamber and Foundation including providing leadership to office staff, protecting the organization's financial assets, and ensuring federal/state compliance with both the Board of Directors and applicable grantors.

### **Education:**

- Four-year college degree preferred
- No specific education required if experience represents desired skills and abilities

### **Experience:**

- At least three (3) years of experience in business, non-profit organization or economic development position.
- Extensive Chamber experience and knowledge

### **Knowledge, Skills, and Abilities:**

- Technical knowledge of managing a non-profit organization
- Clear understanding of the mission of the organization
- Strong verbal, interpersonal communication, and presentation skills
- Strong supervisory skills
- Ability to maintain effective systems to account for all receipts and expenditures
- Extensive knowledge of Microsoft Office Suite, social media
- Flexible schedule with an ability to adjust to accommodate for events or meetings
- Ability to occasionally lift and/or move up to 20 pounds
- Ability to sit, stand, walk, speak, and listen for extended periods of time
- Ability to multi-task and work well under pressure

### **Essential Roles and Responsibilities:**

- Ensure overall operations, asset protection, and marketing/public relations
- Supervise all Chamber staff
- Oversee all accounting functions including auditing, budgeting, financial analysis, capital management, and payroll
- Handle all aspects of Human Resource Management for up to five (5) employees
- Develop job descriptions and settle compensation concerns
- Hire and terminate employees on a need basis
- Institute Board-approved policies and benefits in accordance with federal and state requirements
- Assist in the development of current and long-term organizational goals and objectives
- Establish plans to achieve goals set by the Board of Directors
- Ensure staff members are provided with appropriate training and development
- Analyze and evaluate vendor services for providers that best meet Chamber needs
- Negotiate sponsorship benefits
- Continuously offer ideas for organizational improvement in order to streamline functionality

### **How to Apply**

Interested candidates are required to email a cover letter, resume and salary requirements. Applications received without these components will be returned for additional documents. Email to: Alaina Campbell, President, Rochester Regional Chamber of Commerce, [alaina@rrc-mi.com](mailto:alaina@rrc-mi.com)

Deadline to apply – June 21, 2021

# Detailed Position Description

## *President*

The Rochester Regional Chamber of Commerce (RRC) was formed in 1955 to provide leadership and resources to advance business development in the greater Rochester area, including the City of Rochester, the City of Rochester Hills and Oakland Township. The RRC recently established the Rochester Regional Chamber Foundation with a mission to provide leadership and workforce development, ensuring entrepreneurial and economic competitiveness, and providing educational and community involvement.

Reporting to the Board of Directors of the Rochester Regional Chamber and Rochester Regional Chamber Foundation, the President is responsible for overall strategic and operational responsibility for staffing, programs, and execution of mission. The President oversees the management and operation of the Chamber and Foundation including providing leadership to office staff, protecting the organization's financial assets, and ensuring federal/state compliance with both the Board of Directors and applicable grantors.

### Qualifications

- It is required that, at minimum, the President will have a bachelor's degree in a professional discipline relevant to providing executive leadership for an organization of this type from an accredited college or university or equivalent experience.
- It is required that, at minimum, the President has three years of experience in a business-related field, non-profit organization, economic development role, or other leadership position.
- It is required that the President present a professional and positive image to members and the greater community through appropriate demeanor, and comments.

### Essential Skills

- Excellent professional communication skills, including written and oral communications skills, strong listening skills, and the ability to make presentations to large groups.
- Strong organizational skills, including the ability to develop and execute a work plan to accomplish the Board's strategic goals.
- Ability to work collaboratively and positively with others of diverse backgrounds, opinions, and needs.
- Ability to independently identify and resolve problems or make recommendations to the Board of Directors about resolution options.
- Ability to apply sound problem-solving skills and make decisions that reflect the best interests of the organization.

### **Promotes and demonstrates commitment to the organization's mission, vision, values and program of work:**

Responsible for protecting the Chamber's reputation and brand and communicating the mission, vision and values to the membership and community.

**Executive Leadership:** Provides leadership strategically and systemically both within the organization and the community. Maintains a current understanding of issues, research, trends, and best practices and integrates and interprets this information so that it is actionable with the Chamber by staff, the Board of Directors, committees and other groups within the organization. Fosters a team culture across the organization that supersedes business sector or regional specific issues and promotes the overall image of the organization as a whole. Provides leadership and direction in the development and accomplishment of strategic organizational goals.

**Securing major funding sources and revenue streams:** Responsible for securing new major funding sources as well as maintaining current funding sources. Work with the Chamber's Partners to ensure a positive relationship and that all sponsor agreements are fulfilled and requirements are met.

**Provides Supervision and Leadership for Chamber of Commerce Staff:** Is responsible for all facets of staff management including: recruiting and hiring staff; assigning work to staff members based on their skills, abilities and job responsibilities; providing regular and appropriate supervision of staff; and conducting performance-monitoring activities as needed and performing a formal written performance appraisal at least annually. Effectively addresses disciplinary issues when necessary and is empowered to discharge staff, as necessary. To be effective in this part of the role, the President must have a working level of knowledge of basic human resources policies, procedures, laws, and regulations.

**Support to the Board of Directors:** Provides support and leadership to the Board of Directors and any committees appointed by the Board. Keeps them informed about the organization's operational activities and issues, community connecting/liaison activities and issues, and political/legislative activities and issues, as appropriate, through reports at Board and Committee meetings and the distribution of appropriate resource materials. Formulates strategic direction and policy recommendations for Board review and action. Implements Board policy at the organization level.

**Community Connecting / Liaison Activities:** Acts as the key spokesperson for the organization. Is the key liaison between the organization and its members; other community entities, such as government, service, business and civic organizations, and community collaboratives; and other relevant stakeholders.

**Political Advocacy:** Actively participates in legislative and regulatory advocacy work at the local, regional, state and national level to ensure that the needs of the members of the organization are communicated and actively pursued. Through active participation, seeks to provide leadership and information with regard to policy development as it relates to legislative and regulatory activity related to business and economic development issues specific to our area. Informs members about legislative and policy issues, alerting them to issues which could impact their business.

**Organization Management:** Uses relevant data and information to monitor the programs and services of the Chamber. Ensures programmatic excellence, rigorous program evaluation and consistent quality of finance and administration. Ensure effective systems are in place to track progress, evaluate programs and events and ensure implementation and attainment of the Board's established strategic goals as set forth in the strategic plan. Review member services at least annually to evolve the organization and remain current in terms of best practices in the field of chamber membership services. Ensures that the organization is operating within its budget by pursuing cost effective management practices.

#### **How to Apply**

Interested candidates are required to email a cover letter, resume and salary requirements. Applications received without these components will be returned for additional documents. Email to Alaina Campbell, President, Rochester Regional Chamber of Commerce, [alaina@rrc-mi.com](mailto:alaina@rrc-mi.com)

Deadline to apply – June 21, 2021