

## **MARTINSBURG-BERKELEY COUNTY CHAMBER OF COMMERCE PRESIDENT & CEO**

The President & CEO is responsible to the Board of Directors for all Chamber activities including recruitment and retention of membership, coordinating all program and events, fundraising, community involvement, and ability to communicate the Chamber's vision and position to the appropriate organizations and local and State government entities.

### **Duties and responsibilities include, but are not limited to:**

- Responsible for day-to-day operations of the Chamber of Commerce.
- Responsible for membership growth and retention to meet the Chamber's annual budget.
- Responsible for hiring, supervision, development, and leadership of Chamber staff within the framework of the Board approved budget.
- Responsible for developing the annual budget in coordination with Chamber staff and the Board.
- Responsible for developing and sustaining Chamber programs and engaging Chamber members to further the Chamber's mission.
- Responsible for facilitating Chamber events during daytime and evening hours, whether those events are conducted in person or by video or electronic means.
- In partnership with the Chamber's staff and Chamber Committees, responsible for fundraising efforts necessary to meet the Chamber's annual budget.
- Responsible for the development and communication of public policy positions as approved by the Board.
- Responsible for knowing and ensuring compliance with the Chamber's bylaws.
- Work independently on many tasks and manage an aggressive timeline.
- Performs related duties as assigned.

### **Requirements include, but are not limited to:**

- Bachelor's Degree in business administration, public relations, nonprofit administration, public administration, economic development, community development or a similar degree.
- Advanced written and oral communication skills are imperative.
- Proficient in Microsoft Office software (Word, Excel, PowerPoint, Publisher).
- Proficient in managing Zoom, Microsoft Teams, and/or other video conferencing software.
- Excellent presentation skills.
- Ability to work effectively with various types of business leaders, political leaders and community members.

- Ability to be innovative and resourceful.
- Ability to understand the value of creating partnerships as a way of accomplishing goals.
- Strong interpersonal skills.
- Capacity and interest to be a support leader for staff.
- Effective communication along with strong collaboration and team building skills is essential.
- Knowledge of local area and businesses.
- Flexible, dependable and able to work independently.
- Self-starter with pleasant, public-oriented attitude.
- Ability to work as part of a professional team.
- Ability to recognize problems or potential problem areas prior to their development.
- Ability to work and interact successfully with a wide variety of volunteers.
- Demonstrate quality, accuracy and timeliness in work performed.
- Must hold self to the same confidentiality and conflict of interest standards as the Martinsburg-Berkeley County Chamber Board of Directors.
- Must be willing to work some weekends and evenings.
- Must possess and maintain a current, valid driver's license.

**Physical demands include but are not limited to:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit; use computer keyboard, and communicate to exchange information.
- The employee is required to walk and/or stand for long periods of time.
- The employee must be able to lift 40 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

**This position description in no way states or implies that these are the only duties to be performed by the employee. Employees are required to follow any other job-related instruction and to perform any other duties as requested or as they become evident.**