



The Greater Bethesda Chamber of Commerce President/CEO

Greater Bethesda Area

Bethesda is located in Montgomery County, Maryland, just northwest of Washington, D.C. and is a friendly, cosmopolitan place that is ideal to grow a business, raise a family and live the good life. The population is diverse, and a common thread is the rich quality of life we offer – from award-winning restaurants and cultural gems to abundant parkland, excellent transportation, and exceptional walkable communities. Our synergy of talent, resources and support makes our area an ideal location for business success.

The Greater Bethesda Chamber

The Greater Bethesda Chamber of Commerce, a 501(c)6 organization, is a member driven, business focused organization advocating economic growth in the Greater Bethesda area. The chamber has 500 members with an annual budget of \$550,000 and a professional staff of three.

Since 1926, the Chamber has provided valuable support to business owners throughout the Washington Metropolitan Area. Today, our Chamber is dynamic, nimble, and connected to the diverse range of businesses and employees that work, live, and play in our region. Our focus continues to be on building an environment that encourages business to grow and prosper, all for the betterment of the community.

Approaching its 95th anniversary, the Greater Bethesda Chamber is focused on redefining and rebuilding who we are as an organization. As we continue to grow and thrive, we are looking for a seasoned professional to lead us through the changing times and to foster the strong connections that make this chamber special.

Our Mission: Build an environment that encourages business to grow and prosper within the thriving Greater Bethesda region.

Our Vision: The Greater Bethesda region will be the best place to work, live, and play in the Washington Metropolitan Area.

The Position

The President & CEO is the chief executive officer of the Greater Bethesda Chamber of Commerce. The President & CEO reports to the Chair of the Board and the Board of Directors and will be expected to oversee the organization in accordance with the organizational bylaws. The President & CEO is also the face of the Greater Bethesda Chamber of Commerce in the community and interacts with community and business leaders, government officials and regional organizations.

The President is an ex-officio non-voting member of the Board of Directors and the Executive Committee and hires and supervises subordinate staff and a contracted bookkeeper, subject to oversight of the Board. The President also oversees the day-to-day operation of the Chamber and, working with the Chair, sees that all orders and resolutions of the Board are carried into effect.

Major Responsibilities

- Ensure the continuity of the Chamber's reputation as a dynamic organization dedicated to helping businesses grow and prosper within the thriving Greater Bethesda region.
- Explore new, creative opportunities to grow diverse sources of revenue.
- Work directly with the Board of Directors, including Committees and their Chairs, to facilitate strong, consistent communication and an understanding of the by-laws for governance of the Chamber and development and execution of the Chamber's strategic initiatives.
- Develop relationships with the Chamber's members to retain a strong membership and actively recruit new members to increase the impact of the Chamber within the community.
- Collaborate with government agencies and representatives, community partners, civic organizations, and neighboring chambers to advocate on behalf of the business community.
- Lead and develop staff of the Chamber to execute on the Chamber's day-to-day operations and strategic initiatives, maintain ultimate responsibility for all management and administrative functions.
- Manage the financial health of the Chamber by staying actively involved in budgeting and monitoring financial activity throughout the year, ensuring financial controls and risk-management strategies are in place.
- Regularly communicate the Chamber's successes and its impact on the business community.

Qualifications

- Strongly preferred bachelor's degree from an accredited college or university or equivalent experience.
- Minimum of 5+ years of demonstrated success in a leadership position with a chamber of commerce, membership organization/association
- Previous experience managing a like-sized or larger annual budget
- Demonstrated commitment to continued professional development through the U.S. Chamber's Institute for Organization Management and/or Certified Chamber Executive designation is considered a plus. If chosen candidate has not attended and graduated from the U.S. Chamber's Institute of Organization Management program it will be the expectation from the board that chosen candidate will attend within the first 3 years of employment (2 years preferred)
- It is preferred that the ideal candidate will have familiarity and local knowledge in the greater Montgomery County, Greater Bethesda, Maryland, or Washington DC area either having resided or worked in the area previously or currently.
- The successful candidate must also possess above average:
 - Communication skills, both written and oral including public speaking
 - Political acumen and capacity to understand public policy and interpret legislation as it is developed
 - Fundraising skills including creative thinking about membership retention and recruiting and non-dues revenue generation and programming
 - Facility with current office technology and social media
 - Networking skills
- Once hired, it is preferred that the successful candidate will reside within Montgomery County, Maryland.

Interested candidates are REQUIRED to submit a cover letter, resume, and salary requirements to:

Jobs@swingbridgeconsulting.com

Anissa Starnes, IOM

Swingbridge Partners, LLC

*No Phone Calls, Please

DEADLINE TO APPLY IS SEPTEMBER 25, 2020

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— PARTNERS —