

**PRESIDENT
MONTCROSS AREA CHAMBER OF COMMERCE
JOB DESCRIPTION**

The president is the chief executive officer of the Montcross Area Chamber of Commerce (MACC), a non-profit organization based in Belmont, NC. The president reports to the board of directors through the executive committee and is responsible for the organization's consistent achievement of its mission and financial objectives. This is a full-time senior staff position.

Responsibilities to the Board:

- Promote the MACC throughout the region, with the objective to increase membership, sponsors and community support
- Provide leadership in developing programs and carrying out plans and policies authorized by the board
- Promote participation in all areas of the organization's work
- Maintain official records and documents, and ensure compliance with federal, state and local regulations, and the bylaws and of the organization
- Coordinate, attend and participate in board and executive committee meetings
- Supervise, direct and manage the MACC staff

Marketing and communications::

- Develop plans and implement strategies for marketing and communication
- Publicize the activities of the organization, its programs and goals
- Actively assist in fundraising and membership recruitment and retention
- Maintain sound working relationships with government officials at all levels (municipal, county, state and federal), the media, business owners and other appropriate agencies and associations
- Assist those interested in starting or relocating businesses to the MACC area

Budget and finance:

- Work with treasurer, the executive committee and the board in preparing a budget, and see that the organization operates within the budget guidelines
- Ensure all financial filings are completed, working with the MACC accountant

SKILLS and QUALIFICATIONS:

- Knowledge of and/or experience with professional associations and/or other non-profit organizations;
- Demonstrated leadership skills;
- Bachelor's Degree from an accredited 4-yr college or university; or equivalent experience;
- Demonstrated experience in marketing and communications to include print media, press releases, social media and developing marketing materials and brochures;
- Organizational skills, including planning, and decision making with demonstrated attention to detail;
- Ability to efficiently schedule time and activities and develop processes that monitor progress and performance;
- Energetic self-starter with excellent interpersonal skills and the ability to take the initiative while working in a team environment;
- Excellent oral and written communication skills;
- Demonstrated computer skills, including Word, Excel, database management and publishing software; internet and email;
- Bondable; background check and references required.

Salary: Commensurate with experience and background.