



JOB DESCRIPTION

President/CEO, Forsyth-Monroe County Chamber of Commerce *(Reports directly to Board of Directors)*

The President/CEO serves at the direction of the Officers and Board of Directors of the Forsyth-Monroe County Chamber of Commerce.

The President/CEO will be responsible for the management and supervision of staff, strategic planning, and budgeting. In this capacity the President/CEO will:

- Act as the “face” of the Chamber as the primary spokesperson, including interaction with the media, members, community groups, legislators, and others as appropriate. This includes creating presentations and speaking to large groups to increase visibility, credibility, and to promote the mission of the Chamber. It also includes attendance at Chamber and non-Chamber functions to build and maintain relationships in the public and private sectors.
- Act as a servant leader to the membership (and prospective members), understanding their needs, listening and acting upon their feedback and encouraging active involvement in Chamber activities, while providing the highest level of customer service to result in high retention rates, a high level of engagement and new member growth.
- Facilitate collaboration with organizations and businesses at the local, regional, state and national level to enhance services.
- Keep the Chamber on sound financial ground through improved service to members, demonstrating value, and promotion of existing and new programs, with the result that members consistently renew their memberships.
- Prepare budgets, oversee funds and provide monthly financial reports as directed by the Chamber Board and Officers.
- Develop, with the Chamber Board of Directors, a prioritized written plan of work based on the issues facing the Chamber and establish a time schedule for completing each item.
- Manages the building that the Chamber is located in. Works with the board to establish a maintenance schedule and oversees any repairs and services needed to ensure a safe working environment.
- Develop and implement a fundraising plan for the organization that achieves the goals for sustainable funding, the development of projects, and delivery of core operations.
- Supervise personnel and coordinate office matters necessary for successful member services, and tourism activities as well as grow the membership base.
- Recommend and identify action items to the board and officers of the Chamber of Commerce as needed.
- Other duties as assigned by the Chamber Board of Directors

MINIMUM EDUCATION AND EXPERIENCE:

Suitable candidates for the position of President/CEO will have a proven track record in executive leadership, strategic planning and implementation, board management, membership development, budget and operational management, legislative and community advocacy, relationship-building, and staff management. In addition, all candidates will be expected to present the following:

- Undergraduate degree preferred and/or equivalent job experience
- Certification encouraged; preferred Georgia Certified Association Executive

SKILLS AND ABILITIES:

- Proficient knowledge of computer systems, specifically in MS Office products
- Outstanding public speaking and presentation skills
- Outstanding time management skills
- Ability to communicate – verbal, non-verbal and listening skills with volunteers, members, peers, and coworkers.
- Supervisory skills – ability to plan, organize, and delegate
- Politically savvy; ability to tactfully work with differing opinions
- Demonstrated success in fundraising

PHYSICAL REQUIREMENTS:

- Physical requirements include visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment.
- Subject to sitting, walking, and standing, sometimes for sustained periods, to perform the essential job functions.
- Ability to perform physical activities to accomplish the work including lifting objects up to 35 pounds.
- Travel as necessary to accomplish established goals of the organization.
- Working conditions are mainly in an office environment with frequent events, and meetings at various sites.
- A valid driver's license and acceptable driving record

EVALUATION

The President/CEO will undergo a semi-annual evaluation process supervised by the Executive Committee. The Executive Committee will use the evaluation form approved by the Chamber Board of Directors.

COMPENSATION

- Salary dependent on experience
- Paid Time Off
- Negotiable:
 - Health Insurance
 - Life insurance/short-term disability
 - Mileage reimbursement at the federal rate
 - Continuing Education, Certifications

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management’s right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, ability and willingness to travel, getting along with others, working a full shift, availability to work irregular hours, meeting production quotas, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

I have reviewed the above job description and understand that I have the right to questions or receive clarification regarding the expected scope of my position as President/CEO.

Signature _____

Date _____