



PRESIDENT & CEO JOB DESCRIPTION

Position Title: President & CEO

Reports To: The Madison County Chamber of Commerce Board of Directors.

Objective: The President & CEO is ultimately responsible for the overall operations of the Madison County Chamber of Commerce. This position is designed to serve as the primary staff point of contact for officers, Executive Committee, Board of Directors, community business leaders and strategic partners.

Responsibilities:

- Work directly with the Chair of the Board, Executive Committee, and Board of Directors by maintaining and promoting the vision and mission of the Chamber to achieve the goals and objectives of the Strategic Plan.
- Develop a clear communication plan to streamline communications with members, the Board, and employees.
- Work with the Chair of the Board to ensure effective and efficient Board committee structure and operation, communicating regularly with the Board of Directors and committee leaders.
- Facilitate the planning and materials for all Chamber of Commerce meetings.
- Work with the Chair of the Board to maintain and enhance Board relations and Communications.
- Serve as the face of the Chamber, actively participating in community related events, networking with the general public and potential members.
- Anticipate the political, social, and economic issues that will affect the Madison County business community while recommending appropriate action, as may be necessary to government agencies, Chamber membership, strategic partners and the public.
- Establish and strengthen working relationships with partners on the local, regional, and state levels.
- Develop and implement strategies and marketing tools to increase membership.
- Provide members with value-added programs that drive membership growth and retention.
- Implement the Board-approved Strategic Plan as it relates to the Chamber operating budget and fundraising activities.
- Oversee collection of member dues, event sponsorships and publication advertising.
- Maintain fiscal responsibility for both the short term and annual budget, and report to the Board monthly.
- Provide leadership in developing organizational and financial plans with the Board and other staff, and carry out plans and policies as authorized by the Board.
- Maintain a working knowledge of significant developments and trends in the business community, not for profit organizations along with economic and political changes that affect the business community.
- Oversee, update and make recommendations to current programs of the Chamber and work with staff to develop new programs to achieve objectives of the Chamber's Strategic Plan.
- Identify and cultivate partner organizations locally, regionally, and nationally for mutual program benefit.

- Lead a strategic planning process that positions the Chamber to effectively deal with emerging and changing business trends and needs.
- Management of Chamber staff to include hiring and termination of employees through an annual employee performance review process.

Education & Skills Preferred:

- Bachelor's Degree in Management, Marketing, or related field, or an Associate's Degree and a minimum of five (5) years of relevant experience
- Computer skills and knowledge of Microsoft, Word, Excel, Publisher, PowerPoint, and Outlook. Knowledge in QuickBooks is a plus
- Ability to operate standard office equipment
- Ability to work independently to accomplish responsibilities

Location: This position is located in Danielsville, Georgia (Madison County).

Job Type: Full-time (40 hours per week) salaried position.

Hours: Monday- Friday (8 am – 5 pm). Must be available to work occasional nights and weekends.

Compensation: Commensurate with experience.

Selection Process:

Qualified applicants must submit a cover letter of interest, resume and a list of references to the Madison County Chamber of Commerce no later than **12 noon on Friday, March 28th, 2025**.

Please email all above information to Board Chair Erica Roquemore at erica@ericarquemorelaw.com.

Following a review of all resumes, only the most qualified applicants will be invited for an interview. After the interviews have been completed, a background check and a credit check will be conducted on the candidate being considered for employment. Once these have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire.

Must possess and maintain a valid Georgia Driver License, be insurable, and have/maintain a good driving record throughout the course of employment. In addition, applicants must have access to a dependable vehicle and maintain state mandated personal automobile insurance coverage throughout the course of employment.