

Sebastian River Area Chamber of Commerce

Summary

POSITION: President/CEO

HOURS: Full-Time; off site as needed

ACCOUNTABILITY: Chairman and Board of Directors

SUPERVISES: All Chamber Staff

STATUS: Exempt

PREPARED BY: Selection Committee

JOB SUMMARY:

The President serves a Chief Executive Officer and senior staff person of the corporation and is responsible for its day to day management. Maintains internal planning, and appropriate delegation to ensure the successful delivery of procedures, programs, events and services to the business community.

The President is responsible for the implementation of the annual plan, the development of the annual budget and its fiscal oversight. The President is responsible for adequate staffing and their management, community outreach, the motivation of volunteers, and membership development and retention. The President is responsible for the interpretation of policy, overseeing the maintenance of the Chamber's headquarters and vision planning.

REQUIREMENTS;

Four year college degree;

Completion of U.S. Chamber Institute for Organization Management (IOM) or verifiable experience in finance, marketing and management;

5 years of previous documented progressively responsible experience in Chamber or association management;

Excellent oral and written communication skills, computer and social media skill, organizational skills, and sound financial management practices and accountability;

Time management and goal achievement skills.