

**Anderson Area Chamber of Commerce**

**Position: President/CEO**

**Status: Exempt**

**Summary**

Serving at the will of the Board of Directors, the President/CEO of the Anderson Area Chamber of Commerce provides the leadership, direction, fiscal management and general management of all aspects of Chamber activities and is responsible for seeing that the strategic initiatives and policies of the Board of Directors are effectively implemented.

The President/CEO is responsible for maintaining continuity and consistency in programming for various programs and activities that fall under the Chamber umbrella such as Leadership Anderson, Junior Leadership and the Chamber Fund.

The President/CEO provides counsel to the Board and committees regarding public policy, programs, and other key initiatives and serves as the principal advocate and spokesperson for the Chamber in conjunction with the Chair. The President/CEO works with a wide range of constituencies in the public, private and nonprofit sectors to build support and coalitions consistent with the Chamber’s overall business and community building mission and priorities.

The President/CEO is responsible for the full range of activities to ensure the Chamber’s success in meeting its business advocacy, community development, membership services, and special program goals and objectives. Specifically, the President/CEO is responsible for the following essential functions:

**Strategic & Operational Planning:** In conjunction with board and staff, devise and implement a strategic plan and annual program of work to advance the Chamber’s mission.

**Board Relations:** Build and maintain strong relationships and communications with the Chair, Executive Committee, and Board of Directors. Provide leadership necessary to garner full engagement of board members.

**External Relationships:** Has regular contact with elected officials and manages the Civic Coordinating Committee. Maintains personal contact with regional, state, and national organizations. Maintains appropriate relationships with other associations and vendors to enhance the image of the Anderson Area Chamber of Commerce and the attainment of its objectives.

**Advocacy & Public Policy:** Collaborate with the Board and relevant committees to identify and manage the Chamber’s relationships with advocacy efforts in relevant local,

regional, state and federal government bodies to achieve desired outcomes.

**Administration & Staffing:** Manage a highly effective and efficient organization as measured by staff performance, membership satisfaction, quality programs and initiatives, and revenue and expense management. Prepare and manage a budget aligned with the Chamber’s business advocacy, regional development, and membership service goals. Build and maintain a staff consistent with program needs and financial resources. Provide leadership to maintain an organizational culture of excellence, respect, diversity, and collaboration.

**Membership Relations, Development & Retention:** Provide leadership in the area of membership services to ensure there is a compelling value proposition for current and prospective members.

Other duties as assigned: Perform various other assignments as directed by the Chair, Executive Committee, and Board of Directors that are congruent with the Chamber’s mission and bylaws.

**Personal Characteristics & Experience**

* Excellent verbal and written communication skills
* Strategic thinking – discerns and conceptualizes present and future trends
* Evaluates cost vs. benefits of proposed ideas/projects/events
* Ability to influence and motivate others
* Proven management capability with an emphasis on organizational performance
* Professional presence and public speaking ability

**Minimum Requirements**

**Education:** Bachelor’s Degree from an accredited institution or applicable work experience. U.S. Chamber of Commerce Institute of Organizational Management Credentials (IOM), Association of Chamber of Commerce Executives Certified Chamber Executive (CCE) Designation preferred.

**Experience:** Minimum of five years of leadership experience for a business or nonprofit organization. Familiarity with running a nonprofit, understanding of the dynamics of a chamber of commerce or similar membership organization.

**Communication:** Possess superior communication and presentation skills along with strong listening, written, and verbal skills. Experience establishing positive and proactive communication with Board, staff, membership, public sector, civic groups, and general members of the community.