

Greater Mount Airy Chamber of Commerce Job Description for President and CEO

Purpose

The President & CEO of the Greater Mount Airy Chamber of Commerce, serving at the will of the Board of Directors, provides leadership, direction, and management for all aspects of Chamber activities and is responsible for seeing that the strategic initiatives and policies of the Board of Directors are effectively implemented. This individual is responsible for a full range of activities including finance, planning, supervision of staff, direction and control of Chamber services, public policy activities and other duties as directed by the Board of Directors.

Nature of Position

Exempt salaried position that may require additional hours during the weeknights or weekends and may require some overnight travel.

Qualifications

Required

- Associate's degree in related field such as Business or Public Administration, Marketing or related field.
- 5 or more years of management experience
- Equivalent combination of education, experience, and training.
- Valid Driver's License.

Preferred

- Bachelor's degree in any related field of study.
- Certified Association Executive (CAE), Certified Chamber Executive (CCE) and/or graduate of the U.S. Chamber Institute for Organization Management (IOM).
- Knowledge of non-profit management.
- Working knowledge of the area (Surry County, Mount Airy, Pilot Mountain, Dobson and Elkin)

Essential Duties and Responsibilities

- Develops and maintains a collaborative working relationship between the Chamber and other key business & public policy organizations, other regional Chambers and any other organization which will foster a prosperous business relationship for the members.
- Executes policies and goals set forth by the Board of Directors and recommends policies to the Board.
- Assures the Board of Directors receives relevant timely communication to enable the Board to operate effectively and coordinate all Board meetings including the development of the agenda in coordination with the Board Chair.
- Assures effective communications with the Board of Directors, members, all outside groups and staff.

- Develops the Chamber budget in collaboration with the Board Treasurer as recommended by the Chamber Board of Directors, along with plans and policies that assure adequate funding of the Chamber programs and operations.
- Ensures administrative and financial policies and controls are followed which assure sound fiscal and operational management of Chamber business.
- Serves as the chief spokesperson on policy matters for the Chamber.
- Responsible for the hiring and firing of all Chamber staff.
- Recruits, trains, supervises and develops Chamber staff employees.
- Manages all aspects of human resources in order to create a positive and productive work environment that meets all legal requirements.
- Ensures Chamber office coverage.
- Maintains and updates personnel files.
- Performs other duties as assigned by the Board of Directors.

Physical Requirements

While performing this job, the employee is regularly required to talk and listen and frequently is required to sit. The employee is regularly required to stand, walk and carry objects. The employee must be able to lift and/or move up to 50 pounds. Specific vision requirements include being able to see to drive, view a computer screen and any job-related paperwork.

Salary

Salary is commensurate with experience.

To apply for the President & CEO position, email a cover letter, resume and 3 references to Wendy Wood, chair of the GMACOC Board of Directors, at wendywood@syemc.com. Resumes will be accepted through July 15, 2024.