**Job Posting**

**President/ CEO**

The Greater Sumter Chamber of Commerce is dedicated to fostering a thriving business environment and enhancing the quality of life for our community. Through strategic advocacy, valuable networking opportunities, and impactful events, the Chamber supports economic growth and strengthens relationships among businesses, organizations, and residents in Sumter, South Carolina. Established with a commitment to progress and unity, the Chamber plays a pivotal role in driving initiatives that promote business success, workforce development, and community engagement.

**Position:** President/ CEO

**Reports to:** Greater Sumter Chamber of Commerce Board of Directors

**Purpose:**

The President/CEO is the chief executive officer of The Greater Sumter Chamber of Commerce. The President/CEO is responsible for all administrative and management functions and executing the mission and strategic plan of the organization as approved by the Board of Directors.

The President/CEO will provide leadership, vision, guidance and strategic direction for the organization and community. Sound internal business practices will be carried out by the President/CEO. The President/CEO will be a collaborative leader and will build the relationships necessary to move the Chamber and Sumter business community forward.

**Core Responsibilities:**

* Responsible for the overall operations of the Chamber. Is the primary point of contact to the Board, committee chairs, community business, government leaders and strategic partners.
* Develops working relationships with other organizations focused on economic development and tourism within the region
* Maintain fiscal responsibility for both the short term and long term budget and report financial statements to the Board monthly. Ensure financial sustainability.
* Stays current on local, state and federal government legislative issues and serves as a resource for membership
* Work with Chamber team in the collection of member dues and sponsorships
* Management of Chamber team members, guiding their efforts and monitoring the development and progress
* Work with Membership Development Manager to develop and grow membership
* Work with Marketing Director to develop new marketing tools/avenues to increase attendance and participation at events
* Work with Program and Events Director, to provide members with value-added programs and events that will assist in member retention.
* Ensure we are reaching out to members to strengthen relationship with key contacts
* Maintain positive, productive work environment

**Qualifications and Skills:**

* A minimum of 3+ years of demonstrated success in a leadership position within a chamber, membership association, nonprofit or community/economic development organization.
* Demonstrated commitment to continued professional development through the U.S. Chamber’s Institute for Organization Management and/or Certified Chamber Executive designation is considered a plus.
* Ideal candidates will be highly regarded by their current business community as a leader and innovator.
* Imperative to be detail oriented with excellent written and verbal communication skills.
* Must be able to multi-task in a fast-paced deadline-oriented environment.
* Proficiency in MS Office and a good working knowledge of QuickBooks is required.
* Special consideration will be given to individuals with excellent knowledge of the business community and relationships within the Chamber of Commerce membership.

**Benefits:**

Competitive salary plus bonus structure is available based on experience. Health, dental and vision insurance available along with Simple IRA after 1 year of employment.