

# CULLMAN AREA CHAMBER OF COMMERCE: JOB DESCRIPTION FOR PRESIDENT + CEO

The Cullman Area Chamber of Commerce is seeking a President & CEO to lead the organization. As the administrative officer for the Chamber, the successful candidate will be an inspiring leader who will work to earn the respect of the community, staff, volunteers and the Chamber Board by living and operating within our core values. We are:

- **Innovative:** We are always looking for new, creative, and efficient solutions. We don't do things how they've always been done—we discover how they should be done.
- **People-focused:** Whether it's our team or our community, every decision we make is with people in mind. We put people first.
- **Accountable:** We know mistakes happen. We own up to our mistakes, find solutions together, and move forward.
- **Responsive:** When someone has a comment, question, or idea, we genuinely listen, learn, collaborate, and respond. We don't leave people hanging.
- **Community-investors:** We invest in our community, and we work to make it a better place to live for ourselves and future generations.

## **Our Purpose Statement:**

Cullman Chamber exists to connect local businesses with opportunities. We do this by opening doors to the community through fun networking events, education, and meaningful resources. Our legacy will be built by the success of the businesses and organizations we serve.

## **Job Description:**

**Title:** President & Chief Executive Officer

**Supervision:** Supervises and manages the Chamber of Commerce Staff, supervised by the Chamber Board of Directors

**Salary:** Salary will be based upon adequate experience and the base is \$75,000.00 plus incentives based on the health of organization and revenue. (Total package based on goals hit should exceed \$95,000)

## **Essential Functions:**

- Lead, manage and hold staff accountable
- Professional development within team
- Manage overall operations with clear expectations with each team members daily, weekly, monthly and quarterly KPI's
- Responsible for casting vision and implementation plan for all chamber initiatives and goals year over year
- Responsible for producing data for annual report
- Responsible for operations, management, long-range planning for the organization, membership relations, policy recommendations to the Board of Directors- by developing 1,3 and 5 year goals
- To be an embodiment of our values by being an active participant in our community
- Present an operating budget to the board for approval by November each year
- Work and operate within budget with no exceptions without approval from entire board
- Maintain strong relationships with the Board of Directors and provide the strategic leadership necessary to assure full Board participation
- Plan and organize monthly meeting of the Board of Directors and other meetings as appropriate- to be agenda driven
- Responsible for leading the Chamber's advocacy activities and, as such, has regular dealings with top political and elected officials on the local, regional and national level
- Represent the business community at all government functions and venues in a bi-partisan way by meeting regularly with elected and administrative officials (at all levels) on public policy matters affecting the Chamber's priorities and the business community

- Be accountable to the Chair of the Board of Directors on behalf of the membership of the organization, ensuring positive results for the Chamber and its affiliates
- Serve as a principal spokesperson for the Chamber in all venues, proactively and reactively, with a goal to enhance the Chamber's overall image
- Represent the Chamber before various conferences, conventions and business groups as panelist or principal speaker. Become "the face" of the business community throughout the region/state
- Represent the Chamber at all appropriate civic, cultural, charitable, business and community activities. Serve on boards, commissions, committees and organizations related to areas that are critical to Chamber goals and interests.
- Assist the Chamber staff with coordination and/or management of all aspects of Chamber events including sponsors, speakers, content, agenda, awards, special features and marketing
- Manage Chamber staff, including decisions to hire, terminate, promote, or discipline employees in an ethical and professional manner. Ensure full compliance with the law at all times in all corporate, financial and personnel matters.

**Attributes:**

- Proficient at organization and prioritization
- Collaborative
- Creative and professional
- Excellent communication skills
- To be a bridge builder
- Problem solver

**Education/Certification/Licensing/Experience Requirements:**

- Demonstrated experience in leading and managing businesses, non-profit foundations, or public relations required.
- Be able to pass a drug screen and background check.
- A bachelor's degree with an emphasis in Business Administration, Public, Relations, or Marketing is preferred, but not required.

Please send all resumes to Ben Harrison at bharrison@cullmanal.gov