

## Central PA Chamber of Commerce Job Description

**Job Title:** President and Chief Executive Officer

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**Reports to:** Chairman, Board of Directors

Revised: September 4, 2013

**Qualifications:** Bachelor Degree in Business Administration, Management, Marketing or other business related field preferred; Five years related experience in management and/or leadership

**Position Description:** The President/CEO shall function as the chief executive officer of the Central PA Chamber of Commerce. (S)he directs and leads the Chamber towards its mission, is responsible for its operations, and works directly with the board on policy making and strategy.

**Essential Functions:** As the chief executive of the organization, the President and CEO is responsible for the full range of activities to ensure the Chambers success. The Chamber is a volunteer, member supported organization working fulltime to preserve, enhance and expand the opportunities for growth with businesses, academic institutions, communities, and individual professionals. The Chamber is the vehicle through which its members work to promote and improve the entire community, thereby improving the economic environment within which free enterprise may be established and within which it may flourish. Its objectives are to preserve and increase jobs, capital investment and opportunities for economic growth. Specifically, the President and CEO is responsible for the following essential functions:

1. **Strategic & Operational Planning:** Develop an annual program of work and maintain a strategic focus to drive the organization, the members and community in a positive direction. Must develop a program of work which will serve to direct the activities of the organization to reach its goals and objectives. Must know how to formulate the program and develop the leadership, structure and reporting requirements to see that it is accomplished. Shall present to the Board of Directors the annual strategic plan of action and budget prior to November 30<sup>th</sup> of each year.
2. **Administration and 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 Chambers' business advocacy, regional development and member services goals. Ensures financial soundness, transparency, and a balanced budget annually. Build and maintain a staff consistent with program needs and financial resources. Manage, develop, and evaluate direct reports on Chamber management team. Provide leadership to maintain an organizational culture of excellence, respect, diversity and collaboration among teams and individuals.
3. **Advocacy & Public Policy:** Collaborate with the Board and relevant public affairs committees to identify and manage the Chamber's relationship with advocacy efforts before relevant local, regional, state and federal government bodies to achieve desired outcomes. Leverage and maximize the Chamber's influence through relationships with government officials, delivering testimony on our positions and coalition-building among those with similar views.

4. **Membership Relations, Development & Retention:** Provide leadership in the area of recruitment and retention of new members to the Chamber, ensuring there is a compelling value for current and prospective membership. Analyzes and interprets the needs of members and recommend revisions in programs to increase membership, improve programs and services and assist with adding value to Chamber membership.
5. **Board of Directors Relations:** Build and maintain strong relationships and communications with the Chair, Executive Committee, Board of Directors and Committee Chairpersons. Provide leadership necessary to garner full engagement of board members. Plan and organize Executive Committee and Board meetings and coordinate plans and agenda for annual retreat.
6. **External Relationships:** Establish and maintain ongoing effective communications with members, government officials, business leaders and the media. Represent the Central PA Chamber and related organizations at functions and at selected local, state, and regional activities that share common priorities related to the organizations mission.
7. **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 by-laws.

**Personal Characteristics:** Ideally, the President and CEO will have a unique combination of personal and professional qualifications. This includes, but is not limited to the following:

- Possesses excellent listening, verbal and written communications skills
- Understands the unique challenge of running a not-for-profit, understands the dynamics of a chamber of commerce or similar membership organization and who is genuinely interested in working effectively within that universe
- Expertly leads the development and implementation of a long term vision and mission that enhances the Chambers' value and relevance to current and prospective members
- Motivates and recruits, retains, develops and empowers staff
- Embraces diversity and successfully works within a diverse community
- Willingly pursues new ideas and challenges traditional thinking
- Responsibly develops and implements an annual budget
- Executes a style which generates respect and support
- Retains a political and business acumen and remains politically balanced and bipartisan
- Proficient with digital media and technologically literate with current programs and applications
- Develops a strong organization and management team
- Focuses perspective and balances priorities