

## Job Posting Text: Smithfield-Selma President Position



### General Information

**Job title:** President

**Company:** The Greater Smithfield-Selma Area Chamber of Commerce

**Job location:** Smithfield, North Carolina USA

**Date posted:** 11/23/2016

**Closing date:** 12/9/2016

**Compensation:** Flexible Annual Salary depending on qualifications as well as benefits

**Job Category:** Executive, Nonprofit, Chamber, Business Development, Community and Economic Development

**Employment type:** Full time

### Opportunity Overview

The Greater Smithfield-Selma Area Chamber of Commerce is searching for an innovative, decisive, and high-energy leader for the role of President.

Located just 29 miles southeast of downtown Raleigh and within the Research Triangle Regional Partnership (RTRP), the Smithfield-Selma area is a vibrant, growing, and value-driven community with robust local and global businesses, solid infrastructure and even more resilient relationships and sense of community. This Community, of local businesses, the education system, faith-based and social service organizations, tourism entities, and economic development partners, are all eager to see their community take focused, meaningful steps forward – to make something exceptionally good, even better.

Be a part of progress, transformation, and unremitting improvement.

### The Right Person

You're a purposeful decision maker, ready to face challenges with a positive and determined outlook, able to influence and build consensus, as well as results-focused teams. You're a mentor for the next wave of leadership, who can communicate exceptionally well and work a room - networking and building relationships to benefit the Chamber, its membership, and the people it serves.

You'll be the head of a small team charged with growing and developing the membership with a strong customer focus through the development and implementation of an innovative strategic plan and a Board-developed program of work.

You want to turn the Chamber into an economic machine for the benefit of the community.

You'll be in charge of managing budgets and events, engaging town and community leaders, motivating volunteers, as well as, your staff. Your technology and social media skills are excellent and your experience with Chamber Master, Constant Contact, and Google Analytics will be a benefit.

You are dynamic and accountable. You're not afraid to ask – for memberships, sponsorships, donations, ideas, and support. You're a leader with at least 7 years of solid experience who cares about and wants to guide the Smithfield-Selma area, Chamber membership, and surrounding communities through a time of growth and remarkable change.

### The Job Requirements

The President is the administrative head and chief executive officer of the Chamber and serves at the pleasure of the Board of Directors. Administration and Professional duties include but are not limited to the following: coordination of the program of work, organizational structures, and by-laws, procedures; directing volunteers;

managing and reporting on all financial aspects of the chamber; membership development and maintenance; hiring, training, full utilizing and motivating staff; serving as the primary Chamber spokesperson, enforcing board policies; long-range planning, promoting Chamber activities and events, timely communication, and liaison with a variety of constituents, including personal contact with active membership.

We're looking someone who can wear many hats, so exposure to a wide variety of industries and/or diverse experience with – nonprofits and chambers or associations, community and/or economic development, marketing, business and financial management - is a big plus.

***Required skills and competencies include, but are not limited to:***

- 1. Experienced Leader**
  - a. Including Managing and Developing others
- 2. Relationship Building & Liaison**
- 3. Proactive Board Interaction and Management**
- 4. Budgeting & Financial Management**
  - a. Revenue Generation
  - b. Event Management
- 5. Strategic Planning & Implementation**
  - a. Project Management
- 6. Membership Development/Retention**
  - a. Sales
  - b. Engaging Program Development
- 7. Communications**
  - a. Written and verbal
  - b. Media & PR Management

***Selected Soft skills:***

- 1. Motivator**
  - a. With confidence, professional demeanor, and a vibrant personality
- 2. Teamwork and Collaboration**
- 3. Decisive and Results Oriented**
- 4. Innovative**
- 5. Initiative, Self Starter**
- 6. Influence and Persuade**
- 7. Customer/Member focus**
- 8. Responsible and Accountable**
- 9. (Culture fit) – will be measured during interviews, but not listed in job advertisement**

### ***Education and Training***

A Bachelor's degree is required and an advanced degree is always welcome, but not essential. While a Nonprofit or Business Management discipline makes sense and would be a benefit, the right experience is our priority. An individual with additional certifications in fundraising, nonprofit and/or organizational management will receive additional consideration.

Above all, we're looking for a sharp individual with hands-on experience, a passion for growth, and a talent for building relationships that can affect change in the county.

### **The Compensation and Benefits**

We're offering a competitive salary and we're flexible for the right candidate. Benefits include partial premium for an individual health plan, a monthly car allowance, 3% match for a simple IRA, life insurance policy, and paid time off and holidays. Also, the selected candidate will be part of the discussions for developing a bonus/incentives structure.