

Position: President and CEO of the Goodlettsville Area Chamber of Commerce
Reports To: Chair & Board of Directors

Position Summary:

Under the direction of the Board of Directors, the President and Chief Executive Officer coordinates all activities undertaken to promote, develop, and maintain a positive and progressive business climate in the city of Goodlettsville and the surrounding area. The President/CEO is responsible to the Board of Directors for the full range of Chamber activities, including but not limited to:

- development and coordination of the program of work,
- design, monitor and revise organizational structure and procedures as necessary,
- membership development, maintenance and advocacy,
- provide volunteers direction support and motivation,
- effective management of income and expenditures,
- supervision, management and training and development of staff,
- interpretation of policy,
- maintenance of facility, and
- long-range planning.

Job Description (not all-inclusive):

- Program of Work – Through the proper committee, the President/CEO is responsible for the identification of Chamber and community needs and for the preparation of a program of work designed to meet those needs. This involves a constant evaluation of the program, with recommendations for change as needed, and a system of measuring progress toward attainment of program and community goals.
- Chamber Structure and Procedures – The President/CEO must pay constant attention to the internal structure of the Chamber to ensure that the organization is effectively geared to function with maximum efficiency in the anticipation, identification and solution of Chamber/community problems. The incumbent will recommend to the Board such changes in structure and procedures as needed.
- Motivation of Volunteers – Key to the effectiveness of the Chamber is the ability of the President/CEO to motivate and inspire volunteers to creative and fruitful action.
- Income and Expenses – With the assistance of the both the Board Treasurer and greater Executive Board, the President/CEO is responsible for developing the Chamber budget and relating budget to program goals. As approved by the Board, the President/CEO is responsible for all expenditures within the framework of the budget and will prepare monthly financial statements of income and expenses and quarterly statements of expenses per department, while seeking maximum staff efficiency in all financial procedures.
- Membership – With the assistance of Chamber Staff, the President/CEO is responsible for maintaining the membership at a level that will ensure necessary income for the operation of the program.

- Staff – The President/CEO is responsible for the employment of all staff personnel, the assignment of their duties, the supervision of their work, and the establishment (within the framework of the approved budget) of the terms of their employment. As indicated by the program of work, the President/CEO creates such departments as are needed to implement the program. The President/CEO will develop and conduct continuing on-the-job training programs and will ensure participation in professional conferences, seminars, and institutes as are needed to develop and maintain operations at peak efficiencies.
- Interpretation of Policy – The President/CEO will ensure the Chamber policy, as established by the Board, is properly recorded in minutes. The President/CEO will also provide assistance to Board committees, members, and staff in interpretation of policy in relation to any given question or program. This assistance will also be provided to the chair of the Board of Directors in preparation of statements of Chamber position on public issues.
- Offices – As approved by the Board of Directors, the President/CEO is responsible for the location, design, and maintenance of Chamber offices that will provide for an efficient operation and presentable accommodations for visiting members and guests.
- Long-Range Planning – Under the direction of a constantly evolving Board of Directors, the President/CEO is responsible for maintaining Board continuity and consistency with strategic planning. Based on proper research of community needs, the President/CEO must anticipate emerging and long-range opportunities and recommend Chamber programs to meet current issues and future growth and development endeavors.
- Liaison & Member/Staff/Community/Board Advocate – *With Members*, the President/CEO must analyze and interpret the needs of members and recommend revisions ongoing in the program of work to improve service and assistance to make membership more valuable. The Chamber staff will entertain suggestions, proposals, and requests from the members and translate them actionable items when consistent with fundamental objectives of the Chambers. *With the Staff*, the President/CEO will create working conditions that are conducive to maximum performance and strong employee morale. *With the Community*, the President/CEO will be called upon to represent the Chamber in meetings of local, state, and national organization, understanding that there will be an ongoing requirement for a public understanding of the Chamber's role in relationship to its City. *With the Board*, the President/CEO is responsible for advising the Board on all matters under consideration, while providing ongoing support of the Board as established in the Chamber by-laws.

Additional Requirements:

- Four-year college degree preferred with a strong emphasis on Marketing, Public Relations, or Business-related program
- Minimum of two years of experience in a leadership position at a business, membership organization or non-profit
- Strong oral and written communication skills
- Strong fiscal management and budgeting skills

- Experience designing and executing fundraising events
- Experience developing and implementing successful marketing and/or tourism development programs
- Proficiency in Microsoft Office Software (Word, Excel, PPT, etc.)
- ELIGIBILITY: Candidate must not own or otherwise influence or control any business that would stand to benefit monetarily in any way by funds spent by the Chamber
- ELIGIBILITY: Candidate must not hold any public office or run for any public office while serving as President/CEO of the Chamber

Notes:

- The statements herein are intended to describe the general nature and level of work performed by employees, but does not represent a complete list of responsibilities, duties and skills required of personnel so classified. Furthermore, the statements herein do not establish a contract for employment and are subject to change at the discretion of the employer.