

St. Bernard Chamber of Commerce
Chief Executive Officer

Job Description:

The St. Bernard Chamber of Commerce Chief Executive Officer is the primary staff executive responsible for coordinating and guiding the St. Bernard Chamber of Commerce. Additionally, they manage all aspects of the organization including, but not limited to, programs and events, administration and operations, and community relations. The CEO answers directly to the Chairman, Executive Committee, and a 25 voting member Board of Directors.

The CEO must enjoy working in a small, non-profit environment and be driven by bettering the community. The ideal candidate has the ability to multitask and prioritize responsibilities. They should be self-motivated and innovative, and should be comfortable with a high-profile role involving contact and collaboration with leaders from St. Bernard Parish and across the Greater New Orleans Region. Strong interpersonal and communication skills are essential.

Essential Responsibilities:

Oversee Administrative Activities including, but not limited to, the following:

- Financial responsibilities including budgeting, billing and payments, reports
- Database management activities
- Management of staff and hiring and termination of all personnel
- Maintenance of all books and records
- Management and integration of technology and systems for organizational effectiveness

Oversee Programmatic Activities including, but not limited to, the following:

- The development of annual strategic plans
- Event registration
- Coordination of venue, catering, and event details for 30+ annual events
- Event setup and break down

Oversee Governance Activities including, but not limited to, the following:

- Board communications and notifications
- Preparation of all materials and reports essential to Board and Committee Meetings
- Maintenance of all books, records, and official documents of the organization

Oversee Communications Activities including, but not limited to, the following:

- Email Campaigns and communications to the Chamber Membership
- Social media management
- Media communications including media advisories and press releases
- All external relations efforts

Required Qualifications:

- Minimum Bachelor's Degree or 5+ years of experience in a leadership role with a non-profit or relevant organization
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook, and Adobe Acrobat
- Experience in social media platforms
- Excellent communication skills (verbal and written)
- Strong judgement and executive decision-making abilities
- Skilled in organizing resources and establishing priorities
- Understanding of basic business and economic development activities and issues
- Understanding of non-profit structure, governance, and operations

Preferred Qualifications:

- Graphic design experience
- Fundraising experience
- Proficiency in ChamberMaster, QuickBooks, and any relevant fundraising or accounting software
- Demonstrated history of service and volunteerism – especially through committee or board involvement
- The development and/or facilitation of a strategic plan or strategic planning process
- Participation in a Leadership Program
- Experience in planning and execution of events

The Chief Executive Officer position requires regular travel around St. Bernard Parish and the Greater New Orleans Region. Additionally, the position includes work responsibilities that extend into evenings and weekends.

Applicants are asked to submit a cover letter, resume, and salary expectations to admin@stBernardchamber.org with the subject "Application for Chief Executive Officer".

Applications will be accepted until August 31st, 2023. Please, no phone calls. The St. Bernard Chamber of Commerce is an Equal Opportunity Employer. For more information about the St. Bernard Chamber of Commerce, please visit our website at www.StBernardChamber.org or download our app on any Apple or Android device.