



The President and CEO of a chamber of commerce is a key representative and advocate for business owners and employers in a community. According to the American Chamber of Commerce Executives, there are about 3,000 independent U.S. chambers with unique goals determined by diverse groups of members. Despite differences, all chamber Presidents work to promote and strengthen their communities by building prosperity through a healthy economy and a strong business sector.

### Position Description

**Position Title:** President and CEO

**Reporting:** The President/CEO reports to the Chairman of the Board of Directors.

**Position Summary:**

The President and CEO provides strategic direction, vision, and management for the programs and personnel of the Monroe Chamber of Commerce and its affiliates. He/she demonstrates expertise in strategic planning, member sales and services, program management, economic development, public policy, nonprofit governance and operations, finance and accounting, public speaking, and fundraising. He/she has full responsibility for profit and loss, fiscal stability, and compliance. He/she will be a dynamic leader with the ability to manage current programs while developing new initiatives and partnerships with business leaders and community organizations to achieve regional goals and objectives.

**Knowledge, Skills, and Abilities:**

- Dynamic and aggressive strategic vision toward business advocacy, economic growth, and workforce development
- Outstanding ability to coordinate and strengthen collaboration between all business sectors of our community and government leadership (state and city), when appropriate
- Deep-seated in fund development and financial management with the ability to proactively recognize needed change when circumstance appear
- Strategic vision with extensive and nuanced skills to drive change management, mission fulfillment, and operational outcomes
- Advocacy abilities to advocate for laws and ordinances that benefit business and oppose measures that restrict opportunities and increase costs for employers
- Highly developed interpersonal skills and emotional intelligence
- Broad knowledge of industry acumen, entrepreneurship, and innovation
- Strong understanding of the political landscape for change and collaboration with civic leadership and partner organizations
- Demonstrated skills in human resource development, team building, and performance management
- Adept at coalition building, relationship management, and negotiating complex agreements

- Exceptional communication skills both in writing and orally with members, potential members, elected officials, outside organizations, media outlets, and the Board of Directors
- Possesses and demonstrates high standards of integrity, work ethic, trustworthiness, and personal responsibility

#### Responsibilities:

- Strategic Planning and Implementation: At the direction of the Board, the President/CEO creates and implements the strategic plan for the Chamber.
- Members Services and Sales: The President/CEO is responsible for the overall performance of the Chamber's membership activities including membership acquisition, stewardship, and retention.
- Program Management: The President/CEO oversees and assesses the line-up, schedule, design, implementation, budget, and structure for the Chamber's programs and events.
- Economic Development: The President/CEO is responsible for the Chamber's role in economic development including business retention/expansion, infrastructure, workforce/education, health and safety, civic innovation, and regional collaboration with other economic development organizations.
- Public Policy: The President/CEO represents the Chamber on a variety of public policy issues at the local, state, and federal levels which require him/her to develop platforms, messaging, advocacy channels, and strategic relationships.
- Nonprofit Governance and Operations: The President/CEO ensures the Board, governance bodies, and volunteer leaders are actively engaged and aligned to support the mission and functional activities of the Chamber.
- Finance and Accounting: The President/CEO ensures the Chamber establishes and follows generally accepted accounting and financial practices that ensures organizational safety and soundness, achieves budget targets, sustains operations, and grows capacity for new initiatives.
- Public Relations/Outreach: The President/CEO is responsible for creating and maintaining a dynamic and forward-thinking public image for the organization, including strategies for marketing, communications, media relations, community relations and public speaking.
- Fundraising: The President/CEO oversees the Monroe Chamber Foundation and is responsible for its philanthropic relations, donor engagement, grant writing, and program growth.

#### Qualifications:

- Education: Bachelor's degree required in Business, Accounting, Law, Public Administration, or closely related field; Master's degree is preferred but related experience will be considered in lieu of academic credentials. A demonstrated commitment to continued professional development through the U.S. Chamber Institute for Organization Management is desired.
- Experience: A minimum of (5) years of successful experience in executive level management in personnel, community relations, sales, marketing, budgeting, operations, and/or government relations within the private, public, or nonprofit sectors demonstrating progressively greater responsibility.
- Certifications: Chamber of Commerce certifications through the US Chamber of Commerce or American Chamber of Commerce Executives (ACCE) preferred but not required.