

## **GREATER BELLEVILLE CHAMBER OF COMMERCE**

### **Position Opening for President/CEO**

#### **PRESIDENT/CEO JOB DESCRIPTION**

The Greater Belleville Chamber of Commerce has a budget of over \$550,000 with a membership of 550 businesses in the Belleville, Illinois area. It is the fourth largest Chamber of Commerce in the St. Louis Metropolitan area and the largest on the Illinois side of the metro area, according to the St. Louis Business Journal Book of Lists.

The President/CEO is the top administrative employee of the Chamber. The President is responsible for all administrative and management functions, following the bylaws and policy guidelines of the organization. The President executes the mission of the organization by planning, directing and overseeing all activities of the Chamber. Other key duties include, fiduciary responsibilities, fundraising, marketing and community outreach. The position reports directly to the Chamber's Board of Directors.

#### **GENERAL RESPONSIBILITIES**

Board Governance:

##### ***Works with the Board in order to fulfill the organizational mission***

The President leads the Chamber in a manner that supports and guides the organization's mission as defined by the Board of Directors. The President is responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions. They also help to create and execute the Strategic Plan that guides the Chamber.

Financial Performance & Viability:

##### ***Develops resources sufficient to ensure the financial health of the Chamber***

The President is responsible for the fiscal integrity of the Chamber which includes submission to the Board of an annual budget and monthly financial statements, which accurately reflect the financial condition of the organization. The President is responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization towards a positive financial position. Exercise signing authority as assigned by the Board on expenditure approval, cheques, contracts, and agreements

Strategic & Policy Development:

***Collaborates with the Board to develop and review plans and policies for the direction of the Chamber***

The President guides the allocation of Chamber resources in order to accomplish strategic goals. The President works with staff to develop the annual calendar of events along with timelines.

Personnel Management:

***Recruits and provides training for staff to fulfill job description responsibilities***

The President oversees staff performance standards, conducts personnel reviews, submits salary and benefits recommendations. The President works closely with the Membership/Event Manager to achieve new member recruitment and existing member retention goals.

Advocacy and Communications:

***Develops meaningful relationships throughout the community***

The President represents the Chamber in contact with members, government officials, public agencies, local organizations and the general public in fostering positive and effective relationships.

**PREFERRED PROFESSIONAL QUALIFICATIONS**

- Minimum of a Bachelor's Degree in business, finance, or marketing
- At least 5 years senior administrative experience in a leadership position
- Experience with volunteer management
- Knowledge of budget development
- Excellent verbal, written and presentation skills
- Outstanding organizational skills
- Ability to build relationships and collaborate with diverse stakeholders
- Passion for community engagement and a commitment to supporting local business development.

## **SKILLS & ABILITY**

- Firm commitment to the mission and core values of the Chamber.
- Strong ethical responsibility to coworkers, officials, affiliations, associations, and community.
- General knowledge of business practices including ability to forecast/develop a yearly budget, ensure timely delivery of monthly financial reports to the Board and maintain general control of expenditures.
- Working knowledge of state and local government
- Working knowledge of Chamber Master Management Software helpful.
- Working knowledge of Quickbooks
- A working understanding of social media and the role it will play in the Chamber's forward strategy.
- Exceptional strategic thinking and problem-solving skills, including demonstrated ability to anticipate and plan for the future and realign priorities quickly when dealing with unanticipated events.
- Proven ability to implement strategic plans and forecasts to identify and achieve business development objectives.
- Ability to effectively lead/manage people.
- Ability to provide effective oversight of operations and administration.
- Demonstrated fundraising experience with events and campaigns.
- Strong English language aptitude, including the ability to communicate effectively orally and in writing (including the use of texting and email).
- Polished presenter, comfortable presenting and using technology in front of large audiences.
- Strong interpersonal and communication skills; including ability to maintain effective relationships with the Board of Directors, chamber members and staff; effectively collaborate with business leaders of the community, as well as with government representatives, civic leaders and members of the public.
- Proficient in the use of Microsoft Office products.
- Relentless positive energy and professionalism

## **SALARY & BENEFITS INFORMATION**

70-90K based on qualifications (education / experience / knowledge / skills)