

# FAYETTE COUNTY

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## Chamber Of Commerce

### POSITION DESCRIPTION

Position: President (Exempt) Reports to: Executive Committee

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The Fayette County Chamber of Commerce is a 300-member organization representing business in Fayette County, Ohio. The 13-member Board of Directors forms the policy level of the organization and the President is responsible for providing highly visible leadership in all issues related to the business community, our economy and community vitality.

The mission of the Fayette County Chamber of Commerce is to advance the civic, economic and social welfare of the people of Fayette County.

#### **President:**

Reporting to the Board of Directors and its Executive Committee, the President is the Chamber's chief staff officer, advancing the Chamber vision, leading the mission and growing membership. The President should be energetic and passionate about growing and supporting the membership in building a prosperous and resilient community. As the President responsibilities include but are not limited to: growing and sustaining membership; managing and directing all operations, programs, activities and affairs of the organization, including the QuickBooks accounting of the financial records. The President supports the Chamber's Board of Directors and serves as the "face of the Chamber," acting as a community leader and ambassador of the business community. The President also collaborates closely with other business organizations with the goal of improving the business climate across the County.

#### **Essential Duties & Responsibilities:**

- Advance the vision, mission and core values of the Chamber.
- Plan and conduct membership recruiting, sustainment and support.
- Implement systems and/or programs that support Chamber members.
- Meet or exceed budgeted financial metrics.
- Develop a plan of continued implementation to achieve the following:
  - Grow the Chamber's membership
  - Create community impact by being a "convener" and demonstrate independent leadership that brings voices together in our community
  - Increase the Chambers business advocacy position and influence in the county
  - Ensure good governance of the Chamber
  - Ensure excellent communications both within and outside the Chamber
- Ensure administrative and financial policies and controls, which assure sound fiscal and operational management of Chamber affairs, including the Chamber budget.
- Develop agendas for all Executive Committee, Board and other committee meetings with advice and counsel of the Board Chair.
- Serve as the chief spokesperson on policy matters for the Chamber.
- Promote growth, retention and expansion of existing member businesses.
- Embrace technology and emerging trends to help the Chamber meet its strategic goals.
- Successfully manage the Chamber's finances utilizing QuickBooks accounting system.
- Manage Chamber communications through press releases, social media, monthly e-newsletters and weekly Monday Minute e-blasts.
- Schedule monthly Ambassador meetings and coordinate Ambassadors for important events such as ribbon cuttings, anniversaries and Business of the Month recognitions.
- Plan and execute fundraising and community events on behalf of the Chamber, included but not limited to: Toast to Summer, Golf Outing, Small Business Saturday, Business After Hours, Chocolate Walk, etc
- Support Main Street efforts to plan and conduct downtown events including Scarecrow Festival, Christmas Parade and Chocolate Walk.

- Manage the office on a daily basis to include general office cleaning, snow removal, etc.

#### **FUNCTIONS:**

***Represent the Chamber and the Community*** -- facilitate new business openings, attend dedications/ground breakings, accept speaking engagements, participate in professional organizations, serve on community boards, serve on advisory committees, maintain membership service organizations, participate in community celebrations and act as a liaison with government entities.

***Facilitate Community Development*** -- serve as a community resource person, recognize community/problems opportunities, collect community data, consult with community leaders, inform board of community issues, participate in development of community action plan, inform chamber members about plan/issues, present plan to community, seek community support, participate in implementation of plan(s) and assess effectiveness of chamber's role.

***Encourage Economic Development*** -- participate in quality of life initiatives, participate in tourism efforts, participate in revitalization efforts, assist in programs to promote economic growth, participate in retention and expansion programs, respond to inquiries, educate community on value of economic development efforts, assist in capital improvement planning and financing and participate in community infrastructure development.

***Continues Professional Development*** -- join professional associations, attend seminars, attend conferences, participate in continuing education courses, utilize professional contacts, read professional publications, develop mentor relationships and participate in workshops.

#### **RESPONSIBILITY AND AUTHORITY:**

Personnel: The President is responsible for staff of the Chamber.

Material and Products: Within budget allocation, the President is responsible for the purchase, storage and use of all Chamber supplies and equipment.

Financial: The President is responsible for safeguarding and supervising the distribution of the income of the Chamber, including funds from other sources that are administered by the Chamber.

#### **PHYSICAL DEMAND/WORKING CONDITIONS:**

1. High level of physical mobility/activity -- lifting of items of 15 lb. or more. I.E.: cases of soda, coolers, decorations, event materials. Physical mobility required in set up and in take down of events.
2. Reliable transportation required, a current Ohio driver's license, and meets the minimum required limit of liability insurance as established by the State of Ohio. Outside travel (attending luncheons, meetings, community activities -- local, county and out of state) will be necessary.
3. Non-smoking office.
4. Unusual working hours -- evenings and weekends are required.

#### **REQUIRED BACKGROUND & EXPERIENCE**

- Bachelor's Degree from an accredited college or university, or sufficient experience in senior leadership of an organization of similar size and scope, either for profit or not-for-profit.
- Strong organizational and strategic skills, ability to plan strategically and think tactically.
- Prior experiences in strategic planning in cooperation with a governing Board a plus.
- High degree of skills and experience in effective financial management, and media relations including social media.
- Successful track record as a proactive advocate for an organization.
- Ability to represent the Chamber's vision, mission, goal and outcomes to Board members, government agencies and industry leaders.

- Superior verbal and written communication skills and confidence as a public speaker.
- Proven track record of budgetary and fiscal management for an organization the size of the Chamber, including budget development and financial statement interpretation.

**NOTES:**

Salary range: Depending on Experience

Interested applicants should submit at resume, cover letter, references to: Fayette County Chamber of Commerce, 206 E. Court Street, Washington Court House OH 43160, or e-mail to [tom.bailey@wchcs.org](mailto:tom.bailey@wchcs.org)

**SELECTION PROCESS:**

Candidates for this position will be evaluated by a Chamber search committee. The most qualified individuals will be invited to participate in the next phase of the selection process.