



Beaufort Regional Chamber of Commerce President/CEO

About Beaufort, South Carolina

Beaufort is the second oldest city in South Carolina, located between Savannah and Charleston on South Carolina's historic waterfront. From the natural beauty of the islands to the history dating back to Native Americans and Spanish explorers, our region is filled with wonder and enchantment at every turn. Proud to be a bit off the beaten path, Beaufort has the charm and Southern hospitality, but our own unique community and Lowcountry style of life.

Beaufort County celebrates a long and positive relationship with the military through Marine Corps Recruit Depot Parris Island; a Marine Corps military base first built in 1861 and used from 1915 to present day, Naval Hospital Beaufort, and Marine Corps Air Station Beaufort.

Beaufort County is also known for its ongoing revival and celebration of the Gullah culture, as is reflected in much of the artwork, cooking and culture. The County has also been recognized as a Reconstruction Era National Park for its influential role in this critical time in American history. At the end of each successful workday, you will find yourself in paradise.

About the Beaufort Regional Chamber:

The Beaufort Regional Chamber of Commerce stands as the unified voice of the business community. Every day since 1892, we have been promoting, protecting and improving business. Our mission is to manage and build capacity for continual community growth by advocating for a pro-business environment and building quality workforce in order to enrich the region's quality of life. In support of our mission we will continue our focus on tourism, military enhancement, business advocacy, economic development, as well as education, workforce and leadership development.

To support our mission and vision, the Beaufort Regional Chamber of Commerce continues to focus our efforts in the five "pillars" of emphasis: tourism, military enhancement, member services and business advocacy, economic development, and education/ workforce and leadership development. The Chamber provides business growth and learning opportunities to help businesses be more productive and profitable, as well as advocacy and community development initiatives to build a favorable business climate, creating the preferred community to invest, prosper, and enjoy.

For additional information, please visit www.beaufortchamber.org

The Position:

The President/CEO is the chief executive officer of the Beaufort Regional Chamber of Commerce. The President/CEO is responsible for all administrative and management functions and executing the mission and strategic plan of the organization as approved by the Executive Board.

The President/CEO will provide high profile leadership, vision, guidance and strategic direction for the organization and community. In addition, the President/CEO will implement the annual goals, plans and strategies and align the organizational resources to meet the objectives within the Strategic Plan. Sound internal business practices will be carried out by the President/CEO. The President/CEO will be a collaborative leader and will build the relationships necessary to move the Chamber and Beaufort business community forward.

Major responsibilities are as follows:

- Formulate, plan, organize, recommend and administer policies and programs relating to the Chamber, which includes current and long-range planning for achievement of goals
- Serve as a consultant to the Chair of the Board and Board of Directors and provide leadership in the formulation of objectives, programs, and policies
- Plans monthly board meeting and annual strategic planning sessions in conjunction with the Board Chair
- Serve as a liaison between the Board of Directors, Staff and the Community
- Acts as a liaison between the business community and Tri-Command on a regular basis
- Develops working relationships with other organizations focused on economic development and tourism within the region
- Direct activities of staff in support of the strategic plan
- Develop innovative sources of non-dues revenue for the organization
- Develop leadership and stimulate the work of committees, task forces and other groups to accomplish the annual goals, plans and strategies
- Create and maintain a working environment that attracts, retains and motivates employees
- Establish and maintain a satisfactory working relationship with the membership and business community
- Enhances the Chamber's reputation with the community and membership
- Stays current on local, state and federal government legislative issues and serves as a resource for membership
- Select and develop an adequate organization of staff, assign functions, define lines of accountability and setup an effective system of operation
- Responsible for the finances of the organization which includes the planning of the budget, presentation of the budget to the Executive Board and supervision of audit controls
- Propose recommendations and make internal operational adjustments to improve the organization's financial position and increase revenue streams including dues and non-dues revenue and other fundraising activities
- Make public addresses to various organizations, professional and civic groups in the area concerning the organization and the area activities and purpose
- Develop staff through direction, coaching, training, support and delegation of responsibilities
- Motivates, recruits and retains volunteers

Qualifications:

Bachelor's degree in Business or related field preferred. Preferably, leading candidates will have a minimum of 3+ years of demonstrated success in a leadership position within a chamber, membership association, nonprofit or community/economic development organization. Demonstrated commitment to continued professional development through the U.S. Chamber's Institute for Organization Management and/or Certified Chamber Executive designation is considered a plus. Ideal candidates will be highly regarded by their current business community as a leader and innovator.

The successful candidate must also practice above average:

- Communication both oral and written
- Presentations skills
- Relationship building abilities
- Demonstrated success in developing non-dues programming
- Multi-tasking of multiple projects, issues and initiatives
- Command of office technology

Compensation and Benefits:

The compensation package will include a competitive salary, determined in part by the successful candidate's level of professional experience. The Chamber offers a benefit package, including insurance, paid vacation, paid sick time and paid holidays each year.

The successful candidate for the President/CEO of the Beaufort Regional Chamber of Commerce will be required to live in the Beaufort area once employed.

Interested Candidates

Submit the following **REQUIRED** items:

- (1) Resume/CV
- (2) Cover letter outlining interest in the position
- (3) Salary requirements

*no phone calls, please

Application Deadline: January 31, 2020

Email materials to:

jobs@swingbridgeconsulting.com

Anissa Starnes, IOM

Swingbridge Consulting, LLC

www.swingbridgeconsulting.com

SWINGBRIDGE
—CONSULTING—