



President Job Description

Employment Classification & Job Status: Exempt & At Will (Subject to Contract)

Reports To: Chamber Board Chair / Executive Committee / Board of Directors

The President, selected by the Board of Directors, shall have charge of managing the organization and supervision and direction of the work of all employees of the Alamance Chamber. Responsible for creating, building, and maintaining the most respected and visionary Chamber in the Alamance County community and surrounding area. Enhance economic development in the community through cooperation with and management of the Vice President of Economic Development.

Duties & Responsibilities:

- Responsible for overall administration of organization (including Alamance Chamber and Alamance County Economic Development Foundation).
- Responsible for creating, building, and maintaining a visionary Chamber whose return on impact to its investors and sponsors promotes business growth & development for the Alamance County community and surrounding area.
- Manages all aspects of organizational strategic planning and program implementation consistent with mission statement and necessary to meet goals, objectives, and directives.
- Represents and serves as a lead spokesperson for the organization to all internal and external constituencies.
- Responsible for organizational finances including development of budget for Board approval and overall control and audit of approved budget including directing activities ensuring revenue targets are met as well as approval of expenditures and authority to sign checks.
- Creation and implementation of an annual Program of Work which is revised in accordance with policies and regulations of the Board of Directors.
- Shall act as Secretary of the Chamber and in such capacity, it shall be the duty to conduct official correspondence, to preserve all books, documents, communications, and archives
- Responsible for building an inclusive organization by establishing a vision where staff can feel free to be creative, innovative, and successful.
- Responsible for marketing and communicating the Chamber as an inclusive organization for businesses to access benefits, programs, resources and information for growth and development.
- Responsible for stimulating a sense of individual investment by its Investors and Sponsors in the overall financial success of the Chamber, as a means to make all the other values, objectives, and mission of the organization possible.

- Oversee monthly and year-end financial preparation and reporting, including but not limited to, ensuring the organization is compliant with state and federal guidelines as a non-profit organization and ensuring the financial stability of the organization.
- Prepares annual operating budget and monitors Chamber's financial position.
- Oversees annual financial audit.
- Serves as consultant to Board of Directors providing leadership in formulation of organizational policies, plans, and objectives
- Responsible for managing all aspects of staffing for the organization.

Evaluation:

Annual performance review by the Executive Committee. Evaluated against Program of Work, organizational financial performance, achievements related to mission statement, other directives, goals, objectives established by Board of Directors.

Required Qualifications:

- Five (5) plus years of broad management/ leadership experience designing and coordinating the delivery of services and support to include:
 - Overall administrative work: strategic planning, meeting goals and objectives, oversee annual program of work, documentation and archives.
 - Overall Marketing work: Lead spokesperson, promoter for investors and community partnerships.
 - Oversee fiscal management: budgeting, reporting and annual audit.
 - Manage Staffing: hiring, training, building and maintaining an inclusive work environment.
- Strong Organizational and Planning skills; able to balance multiple priorities, define own work plans and task while executing against defined parameters.

Preferred Qualifications:

- Bachelor's Degree in Business Administration, Communications, Public Administration, or related field.
- Five (5) years of progressive leadership within a chamber or member based organization.
- Demonstrated experience in developing relationships and partnerships with local governments and public/private entities.
- Relevant professional chamber certifications.

Applicants who meet the requirements above please submit the following for review:

- Current Resume
- 30-60-90 Day Plan of how you would approach this role and Alamance County.