



President & CEO

Greenwood SC Chamber of Commerce

The Greenwood SC Chamber of Commerce, a 501(c)6 membership organization, has been a champion for business and an advocate for the Greenwood community for over 105 years. The Chamber is the area's leading voice for legislation directly affecting the county as well as pro-business issues that impact members and the business community at-large. The Chamber strives to promote the continuous improvement of the common good and the quality of life in the community through the pursuit of new business; the cultural, social, and economic education of its citizens; and by providing accurate and timely assistance to the business community.

The strategic priorities of The Greenwood SC Chamber of Commerce include; education and workforce, retail and commercial growth, leadership and community, entrepreneurship and education, public policy and advocacy.

The Greenwood SC Chamber currently has over 500 members with an annual budget of \$560,000. The diverse membership includes representation from small business, manufacturers, professional and financial firms, government entities, and non-profit organizations. The Chamber also operates the 56-year old South Carolina Festival of Flowers, recognized as one of the Southeast Tourism Society's Top 20 events

For more information about the Greenwood SC Chamber visit: www.GreenwoodSCchamber.org

Greenwood, SC – Greenwood County

Greenwood, the county seat, located in the Upper Savannah Region of Upstate South Carolina, is one hour south of Greenville, SC and an hour northeast of Augusta, GA, and is conveniently close to all major Southern markets. Greenwood is strategically positioned between Atlanta and Augusta, GA, Charlotte, NC, Greenville and Columbia, SC, and is the economic center of six surrounding counties - Abbeville, Edgefield, Greenwood, Laurens, McCormick, and Saluda. The area is accessible to three major interstates and only hours away from both the mountains and the coast.

Centrally located in the Upper Savannah Economic Region, Greenwood is home to over 70,000 residents and ranks as the 19th-largest county in the state of South Carolina. The county is home to beautiful Lake Greenwood, which spans 11,400 acres of tranquil southern splendor. A small-town feel is blended with the thriving and bustling environment of a big city to create an ideal place to live, work, and prosper.

Major County Employers: Self Regional Healthcare, Greenwood County School Districts, Eaton Corporation, Fujifilm Manufacturing U.S.A., Inc., Eddy Carolina Pride, LLC, Lonza, Lander University, Piedmont Technical College, Caterpillar, Cardinal Health, Ascend Performance Materials, Teijin Carbon Fibers, Inc., Velux, Inc., Greenwood Mills, Inc., and Colgate - Palmolive.

For more area information: www.cityofgreenwoodsc.com
www.greenwoodcounty-sc.gov
www.discovergreenwood.com

The Position

Reporting Relationships

The President & Chief Executive Officer “(CEO)” will report directly to the Chair of the Chamber’s Board of Directors and to the Executive Committee of the Board. The work of the President & CEO will be governed by the full Board of Directors. The Chamber’s organizational and financial bylaws will provide the framework by which this work is accomplished.

The President/CEO will supervise the Chamber staff and will structure the staff to accomplish the mission of the organization most effectively.

The President & CEO is responsible for the full range of activities of the Chamber including, but not limited to, organizational structure and procedures; motivation of volunteers; income and expenditures; recruitment of new members/investors, maintenance of existing members/investors; employment, training and supervision of staff; interpretation of policy; maintenance of office space. Also, coordination of the program of work for the Chamber and, in concert with Greenwood County, holistic economic development efforts.

Important relationships include: executives and employees of Chamber investor organizations, Greenwood County Manager and County Economic Development staff; Executive Director and staff of the Greenwood Regional Tourism and Visitors Bureau; the City of Greenwood Business Development Director and Events Director; city, county, state and national elected officials and their staffs; regional and state economic development and chamber of commerce organizations; area public and private granting organizations; members of the media, and other individuals and/or organizations as deemed necessary to the mission of the Greenwood Chamber of Commerce.

Major Duties and Responsibilities

Programs, Services and Operations: Responsible for ongoing evaluation and delivery of all Chamber programs, services and events, with equal focus on quality and value to members, investors, and the community at large, along with sound fiscal benefit to the overall organization.

Economic Development: Partner with Greenwood County Economic Development Department and other stakeholders to assist with the recruitment and retention of existing industry, lead a successful implementation of a workforce development initiative, create a strategy to incentivize small business creation, growth and stability. Also, play a major role in addressing peripheral issues related to economic development such as transportation, housing, and others.

Advocacy and Communication: Develop meaningful relationships and communication with elected officials to provide information and advocacy on behalf of the Chamber’s members and mission. Coordinate regional legislative priorities with neighboring chambers and community leaders.

Volunteers: Effectively recruit, motivate, and inspire volunteers to creative and fruitful action. Work in concert with Board members on key volunteer leader identification and training.

Financial Management: Oversee accounting and financial record keeping including the preparation and management of annual operating budgets with Board authorized guidelines.

Membership and Investment: Oversee activities related to ensuring membership satisfaction and retention and that dues and non-dues revenue streams enhance and support the Chamber's work and further defines the relevance and value of the organization. In addition, oversee relationships with Chamber investors including public sector leaders. Assure outstanding and on-going communication with members and investors through on-site visits, publications, emails, social media and in concert with local media.

Staff Leadership: Responsible for employment, assignment of duties, supervision, evaluation, training, and leadership of all staff. Based on annual plans, ensure staff members are prepared to successfully implement programs and services. Foster daily working environment that values teamwork and assures the highest levels of customer service.

Strategic and Annual Planning: Work with the Board and staff to prepare an annual operating plan and when required, a multi-year Strategic Plan that provides direction for the long-term activities of the Chamber.

Constituent Relationships: Responsible for ongoing interaction, collaboration and liaison with a wide constituency including: The Board of Directors, members and investors, government officials, community leaders and stakeholders, regional partners, education representatives (public and private) including school superintendents, college presidents and vice presidents, school board members, and members of the media.

Other Duties: Perform other tasks and duties as may be assigned from time to time by the Board.

The Ideal Candidate

Qualifications

- Bachelor's degree from an accredited college or university required, Master's degree in a related field of study preferable.
- Minimum of 5+ years of demonstrated success in a leadership position with a chamber, membership association, non-profit or community, economic, or governmental organization **OR** an equivalent combination of education and experience.
- Graduation from the U.S. Chamber's Institute for Organization Management or state, regional or national CCE designation is preferable.

Preferred Knowledge, Skills and Abilities

- Economic development or related experience
- Chamber of commerce or other member/investor organization development (has actively promoted an organization; track record of member/investor retention and increased membership value).
- Collaborative relationships – develops effective partnerships among differing sectors: large corporations, small business owners/entrepreneurs, government, chamber, and economic development organizations).
- Communication – strong background in interacting and communicating with multiple audiences at the public, private and media level; strong public speaking abilities.
- Government relations/advocacy – has developed effective working relationships with elected/appointed officials and their staffs and serves as an advocate for business.
- Organization management – ability to establish and implement program procedures, policies, or guidelines; an appreciation and passion for all areas of the organization.
- Technology – knowledgeable and proactive in understanding current technology, social media, and its role in delivering services, driving business development, and supporting staff productivity.
- Management experience – strong human resource and staff development skills; can effectively coach, mentor and empower staff and create a team focus.

- Fund raising – experience with varied successful funding activities including non-dues revenue generation, development programs, capital campaigns, special events, etc.
- Fiscal management/investor relations – demonstrated ability to manage financial affairs of an organization and communicate effectively with members/investors.
- Board relationships – experience with governance issues and Board of Director interactions.
- Varied industries – interactions with executives and owners of diverse industries including manufacturing, healthcare, public sector, service, transportation/logistics, retail, tourism.
- Planning – experience in developing and implementing both operational and strategic plans.
- Diversity – inclusive; has experience working with diverse groups; promotes diversity programmatically.
- Volunteer organization experience – appreciates the value of voluntary organization structure and operating techniques; proven ability to motivate and utilize staff and volunteers.

Compensation and Benefits

The compensation package will include a competitive salary based upon the candidate's level of professional experience. The Chamber also offers a competitive benefits package and relocation is negotiable.

It is required that the successful candidate will live in Greenwood County, SC within a reasonable time period to be determined upon hire.

To Apply

Interested Candidates are **required** to submit:

- Letter of Interest expressing your interest in the **Greenwood SC Chamber** position
- Resume/CV
- Salary Requirements

Email materials to: admin@greenwoodscchamber.org

****NO PHONE CALLS**