



STANLY COUNTY CHAMBER *of Commerce* President/CEO

JOB DESCRIPTION

The President/CEO of the Stanly County Chamber of Commerce is responsible for the overall operations, management, and integrity of the region's Chamber of Commerce, a professional organization made up of businesses. The President/CEO is accountable to Executive Board/Board of Directors.

The President/CEO plans, coordinates and assists in the development and execution of current and long-range program goals, designed to achieve major businesses and community needs; orient business leaders to the Stanly County Chamber of Commerce. The President/CEO supervises administrative employees and supports personnel in all phases of Chamber activities.

The responsibilities of the President/CEO include but are not limited to the following:

1. Build partnerships through working closely with economic groups and collaborating with Stanly County Schools, Stanly Community College, Pfeiffer University, Stanly County Economic Development Commission, Stanly County Convention and Visitors Bureau, NC WORKS, and other community partners.
2. Develop and maintain relationships with elected officials from local and state governments.
3. Support new and existing businesses by serving as a resource, advocate, promoter and the voice of businesses in Stanly County.
4. Develop and grow the Chamber through attracting new members and fundraisers.
5. Develop networks between businesses, schools and governments to address issues that affect growth and development of Stanly County.
6. Develop relationships with other Chambers to gain knowledge and resources to grow businesses in Stanly County.
7. Use technology to promote businesses and professional development. Use media and website to reach the public.
8. Stay connected to members through regular contact, including attending member events and Chamber sponsored events.
9. Through the annual planning meeting, Executive Board and member input, is responsible for the preparation of a plan of action designed to meet the needs of the business community. This involves a constant evaluation of the program, with recommendations for change as needed, and a system of measuring progress toward attainment of program and community goals.
10. Constantly monitors the internal structure of the Chamber to ensure that the organization is effectively geared to function with maximum efficiency in the anticipation, identification and solution of Chamber/Community issues. Recommends to the Board such changes in structure and procedures as are needed.
11. Develops a budget, through the Finance Committee, which relates to program goals, and is responsible for all expenditures within the framework of the budget.
12. Is responsible for maintaining the membership at a level that will ensure necessary income and volunteer power for the operation of the programs.
13. Employs all staff personnel, assigns their duties, supervises their work, establishes (within the framework of the approved budget) terms of their employment, recommends salary and benefit changes. Also, creates departments as needed to implement the program, develops and conducts continuing on-the-job training programs, and ensures participation in professional conferences, seminars and schools as are needed to develop and maintain operations at peak efficiency.
14. Assists the board, committees, members and staff in interpretation of policy. Assists the board in preparation of statements of Chamber positions on public issues. Reviews by-laws and makes recommendations to the board.
15. Maintains headquarters that will provide for an efficient operation and present an attractive "front door" for the use of Chamber members, community and visitors.
16. Schedules and/or job functions are subject to change based on business environment and necessity.

Qualifications:

Minimal Requirements

- Strong organizational and people skills
- Strong communication skills, both verbal and written
- Excellent listening and professional customer service skills
- Ability to work in a dynamic team environment
- Professional appearance and demeanor
- Ability to efficiently handle multi-tasked operations and make decisions
- Ability to be flexible and accept new responsibilities
- Ability to move and/or lift up to 25 lbs
- Effective technological skills, including Microsoft Word, Excel, PPT, Publisher, Google Drive and Google Mail, and social media in a professional setting
- Ability/willingness to work varied schedule when necessary
- 3-5 years of work experience in marketing/communications, public relations, advertising, or related field

Preferred Requirements

- Bachelor's degree from accredited university
- Bachelor's / Master's degree in Marketing, Communication, Business, or Journalism
- Experience in accounting/bookkeeping for non-profit organization
- Experience in non-profit fund raising & event planning

Benefits:

- Health Insurance
- Life Insurance
- Retirement Program
- Cell Phone Stipend

To Apply:

The review of application materials will begin on Monday, January 15, 2024 and will continue until the position is filled. Interested individuals should submit a resume, cover letter, and three professional references to:

William Huneycutt, Board Chair
216 West North Street
Albemarle, NC 28001

Application materials may be emailed to the following address:

wil@hptcpas.com