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&  
Visitor's Information Center

## Chamber President – Job Description

**Position Summary:** The Chamber President directs activities of the Lincolnton Lincoln County Chamber of Commerce to enhance the quality of life and foster a healthy economic environment in Lincolnton and Lincoln County. The Chamber President is responsible for the oversight and management of all aspects of the Chamber business and activities. He/She serves as the visible leader of the Chamber, as a communicator, planner, implementing and assessing, Chamber projects, programs, and events.

### Responsibilities:

- **Membership, Recruitment and Retention:** Focus on strong customer service to ensure membership retention, growth, and development. Regularly assess the needs and interest of the membership to enhance services. Maintain a positive relationship with Chamber Allies to insure growth throughout the City and County.
- **Program Management:** Focus on the five strategic areas of work; Business & Industrial Relations, Community Development and Promotions, Lincoln County Relations, Strategic Planning and Membership Development, and Public Affairs and Education. Oversee and assess the lineup, schedule, and structure of the activities and programs hosted by the Chamber of Commerce.
- **Financial Management:** Create and present to the Board the annual operating budget that reflect the programs of work and goals of the Chamber. Maintain appropriate data records and financial controls and assure the overall financial strength of the Chamber.
- **Board Relations:** Provide periodic operational and strategic information to the Board. Develop and communicate recommendations to the Board. Work with committee chairs and volunteers to execute Chamber activities. Prepare monthly Board meeting materials.
- **General Operations:** Manage and direct Chamber staff making employment decisions and evaluate employees annually. Foster a positive work environment for all. Participate in professional meetings, and educational conferences. Actively network and collaborate with public officials, business leaders and media to create and strengthen strategic Alliances and Partnerships. (Maintain a rotary membership, represent the Chamber in LEDA and Industrial Managers Association)

### Skills and Abilities:

- General knowledge of business practices including the ability to forecast and develop an annual budget.
- Strategic and critical thinking skills, with the ability to anticipate and plan for the future and realign priorities when dealing with unanticipated issues.
- Ability to effectively lead and manage people.
- Ability to provide effective oversight of operations and administration.

- The ability to communicate effectively orally and in writing.
- Comfortable presenting and using technology in large audiences.
- Firm commitment to the mission and values of the Chamber.
- Possess and demonstrates high standards of integrity, work ethic, trustworthiness, and personal responsibility.
- Relentless positive energy and professionalism.

**Additional Information:**

This position reports to the Board of Directors (specifically the chairperson of the board)

A 4 year degree in a related field is preferred (10+ years business specific experience considered in lieu of degree)