**Clemson Area Chamber of Commerce**

**Job Description**

Position Title: President

Reports To: Board of Directors

The President plans, organizes, directs and controls the Chamber’s, staff, services, products, business and retail development and public policy activities and responds to the needs of its members within available and agreed upon financial resources. Creates a collaborative working relationships between the Clemson Area Chamber of Commerce, the business community, educational institutions, governmental agencies and the general populous within the Chambers service area.

Key Responsibilities:

* Ensure effective and profitable operation through optimal use of human resources, financial resources, equipment, technology, and processes in order to fulfill the goals of the organization.
* Ensure effective communication with the Board of Directors, Board Chair, Committee Chairs, Chamber members, all outside stakeholders, governmental entities and internal staff.
* Coordinate, actively support and participate in all Chamber events and programs.
* Lead in identifying and securing opportunities that provide benefits to the members.
* Manage the revenue cycle process including member billing, receipt of income, proper cash handling, and preparation of financial statements and reports to the Board.
* Act as primary spokesperson for the Chamber, or as delegated; manage all aspects of media relations and cultivate relationships with local media to position Chamber as a leader within the area.
* Engage in direct member contact and recruitment of new members in coordination with staff.
* Work in tandem with Board Chair and appropriate Committee Chairs in drafting annual budget, planning and strategy development.

Education / Qualifications

* Minimum of bachelor’s degree with five years executive, supervisory or management experience in a non profit setting.
* Certified Chamber Executive accreditation preferred.

Salary

* Dependent on education and experience
* All interested applicants should forward cover letter, resume and salary requirements to hr@clemsonareachamber.org