



The Greater Bloomington Chamber of Commerce

Better business. Better community.

President and C.E.O. Position Description

Purpose

The President and C.E.O. of The Chamber is expected to be a key and effective community leader in Monroe County. Advancing the voice of commerce, playing a critical role in public policy development, strengthening the Chamber's relevance, and providing opportunities to members to develop their businesses are core purposes of the role. The President and CEO is expected to develop strategy and see to timely tactical execution to achieve desired results. Accordingly the President is expected to select, develop, lead and manage the Chamber staff. The President and C.E.O. also plans, organizes, and directs all operations of the organization.

To learn more about the Chamber, visit <http://www.chamberbloomington.org/about-us.html>.

REPORTING RESPONSIBILITIES

The President and C.E.O. reports to the Greater Bloomington Chamber of Commerce Board of Directors. The Board Chair develops a consensus in the board and conveys it to the President and C.E.O. The Board members are nominated by the Nomination Committee and elected by the entire Board to staggered one and three-year terms. There are also ex officio board members, who attend quarterly meetings and offer recommendations and insights and keep abreast of Chamber initiatives and perspectives.

The President and C.E.O. is formally evaluated annually by the Executive Committee. Salary adjustments are dependent, in large part, on that evaluation. The Executive Committee will develop performance expectations and metrics upon which the evaluation will be based.

The President and C.E.O. is responsible for directing all staff with the following currently serving as direct reports: Director of Finance and Operations; Director of Member Services ; Director of Talent, Workforce and Development; Director of Advocacy and Public Policy; and Director of Marketing and Communications.

FUNCTIONS AND RESPONSIBILITIES

Leadership

- Provide sophisticated, visible, assertive direction for the success of the Chamber in a dynamic, changing environment
- Create and nurture partnerships with many local, regional and state organizations to advance the Chamber's agenda
- Perform as the business community's primary advocate and spokesperson
- Effectively engage in public policy issues that pertain to the business community and/or the

future success of the community and region

- Communicate (within brand) the Chamber's mission, vision, perspectives and activities to stakeholders throughout the community, region and state
- Identify opportunities or issues that require the Chamber's attention and make recommendations to the Board, as appropriate
- Work in close harmony with the Board to establish and maintain an overall vision for the Chamber
- Communicate (within brand) the Chamber's mission, vision, perspectives and activities to stakeholders throughout the community, region and state
- Create and maintain an environment conducive to public/private/nonprofit collaboration to enhance the business climate
- Develop and maintain knowledge of community, region, and state issues, activities, and events that would or could affect the Chamber and community
- Work with regional partners to further infrastructure and economic development initiatives

Membership Maintenance and Growth

- Oversee the direction of all membership efforts of the Chamber, including solicitation of new members, retention of current members, and dues structure review
- Create opportunities to interact directly with members, soliciting their feedback on Chamber programs and ways to improve or increase member benefits
- Work with Director of Member Services and participate in member meetings when appropriate
- Ensure the offering of member benefits are valued by members
- Oversee all events and programs and maintain an offering of events and sponsorships that align with member needs
- Annually solicit sponsorship packages that provide value added opportunities to key member partners

Program Development

- Consistent with current Strategic Plan and board policies, develop a dynamic, on-going business and operations plan that reflects the Chamber's purpose and membership needs that establishes and tracks measurable objectives
- Establish, maintain, and evaluate the Chamber's long-range objectives and strategies for accomplishing those objectives
- Develop and coordinate the necessary Chamber leadership and volunteer manpower to accomplish the Chamber programs

Financial Operations

- Evaluate the financial needs (programs, staff, and operations) of Chamber for the fiscal year and for the future
- Direct accountability to the Chamber Board related to budget shortfalls
- Direct preparation of an annual budget for approval by the Finance Committee, executive Committee and Board
- Monitor the budget execution and report key indicators to the Finance Committee, Executive Committee and Board monthly
- Monitor the Chamber's reserve investment accounts and develop recommendations for changes

Member and Public Relations

- Seek out opportunities to represent the Chamber at various meetings (public and private), functions, and events
- Make public addresses or secure other appropriate speakers concerning Chamber and community activities and issues

- Maintain leadership position and close liaison with key economic and community development organizations at the local, regional, state, and national level
- Serve as the Chamber's primary contact with the media
- Participate in appropriate key community events and organizations to demonstrate linkage of the Chamber to the wider regional community
- Maintain contact with key community leaders to determine priorities and attitudes and to develop mutually beneficial activities and initiatives
- Ensure our website and social media messages are current and reflect our brand

Management

- Direct all human resource activity consistent with program needs, established policies and budget guidelines
- Establish position descriptions and standards of performance for each member of the staff
- Continuously evaluate staff performance and document performance annually
- Establish benchmarks and protocols for staff training and professional development
- Utilize the annual business and operations plan as the basis for all activities and functions of each position on the team
- Ensure we have the right people on the team and all are aware of and emulate our brand
- Manage the Chamber's capital assets in an effective and efficient manner
- Maintain the Chamber's offices so as to present an attractive, professional image

Board Relations

- Provide timely information, advice, and professional leadership to the Board
- Assist the Board in developing/revising strategies and policies
- Be aware of community issues and concerns and apprise the Board and appropriate committees of possible outcomes and possible responses
- Make productive use of board member expertise in pursuing the Chamber's strategic plan and annual business and operations plan

QUALIFICATIONS

The President and C.E.O. position requires sophisticated oral and written communication skills. As the leader of The Chamber, excellent public relations and coalition building capabilities are imperative. The brand of this chamber warrants sensitivity to a diversity of cultures, nationalities, religions and political interest. Knowledge and expertise with strategic planning and execution of annual business and operation plans are essential. Comprehensive financial management and a participative management style are critical to the continued success of The Chamber.

Requirements

A bachelor's degree is required and desirable qualifications include: Certified Chamber Executive (CCE) or Certified Association Executive (CAE); a Master's degree; and/or Economic development experience.

Competencies required are conceptual thinking, role awareness, leading others, initiative and long-range planning.

APPLY

Please send a resume and cover letter to PresidentSearch@ChamberBloomington.org by 5:00 p.m. on Tuesday, August 29, 2017. Questions can also be directed to that email address.